

Tom Day's Manual of "Us"

Important things to talk about and commit to for a happy, productive and successful project

Team name:



People & Roles Who is in the core team? What are their roles? Who are the stakeholders?	Objectives What outcomes are we hoping to achieve?	Deliverables What are we going to hand over? Documents, reports, products, and in what format?	Ways of Working What rules, behaviours, rituals, and activities are we going to agree on to work well as a team?
Purpose What is our mission?			
Critical Success Factors What needs to happen for us to win?		Consequences of Failure Why is it important that we meet our objectives?	Time commitments Anything immovable in our personal lives?
Our values and how we will live them What are our values, and how will we embody them in the project?	Strengths and Assets What skills do we have to help us win?		Weaknesses and Concerns What areas do we need to pay attention to? What concerns us about the project or the team?
Signed by The Team Name on the wall. Commit.			Date Always looking forward.