Agile Education
powered by scruminc.

Support alignment and camaraderie between team members

Team Working Agreement Canvas

The Team Working Agreement Canvas is designed for new, exisiting, and changing teams to develop cohesion and camaraderie between team members. Click the image to the right to see a blog post with more detail on working through the Team Working Agreement Canvas:

PEOPLE
One team
2-10

TIME
2 hours

COMPLEXITY
Intermediate

BEFORE YOU START

Be sure to read through the facilitator tips in the outline. Feel free to add your own stories and examples.

Note: The Team Working Agreement Canvas should be created and updated together as a whole team. All team members must be present and all content must be created together so that all Team Members are in agreement with the overall working agreement.

TEAM WORKING AGREEMENT CANVAS COMPONENTS

1. Team name
2. Team motto
3. Team mission
4. Roles and responsibilities
5. Metrics and KPI's
6. Strengths & Skills
7. Gaps and growth opportunities
8. Celebrate and improve
9. Values
10. Norms
11. Events & Key dates
12. Working Agreement Canvas

WHEN YOU FINISH

You will have generated a lot of information that will be critical to your team's success. Make this agreement visible and easily findable. Reference it regularly. Identifying norms, values, mission, and many other team qualities will only be valuable if regularly revisited. You especially want to revisit the canvas when new team members join.

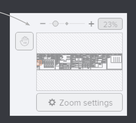
This agreement should be revisited as frequently as needed by the Team. Some Teams like to revisit the canvas during their Sprint Retrospective and modify as needed.

TOOL-TIPS

1 - Navigation

Find this box (bottom-right) & zoom in until this text is easy to read.

Go ahead - select the ICONS button and type anything in the the search. Add your icon below.



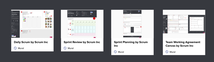
2 - Stickies

Double-click on an empty space within this area & type your name on the sticky that appears.

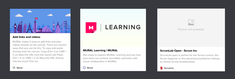
Click once on your sticky to see this formatting menu:

AGILE SERIES:

This template is part of a series for more engaging Scrum Events.



RESOURCES



1 Team Name

Let's create a name for our team, something beyond the obvious. Have fun with this step!

[team name]
USM Team

Team alliance
Team wonderful
The dooers
Integrated Services & Operations Team
USM+ Team
Problem Solvers
DxTx
Evidencing benefits
Vision & Value team VV
Team Impact
Task Enforcers
The digital
Outcomes for All
Team Taskforce
Transformers

2 Team Motto

Let's create a team motto. What catchphrase really captures us?

[team motto]

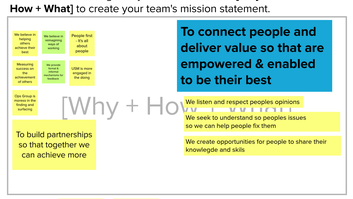
Connecting People
Identifying your strengths and creating them to be real
Helping people helping people
We help you help
Leveraging opportunities on your behalf
Future enablers
Listening to you
No problem too small
Delivering tomorrow for you
We say yes
We bring people together
We endeavour to make peoples jobs better
meeting you halfway
Yes
We ask questions
"Halfway between a tech company and a therapist"

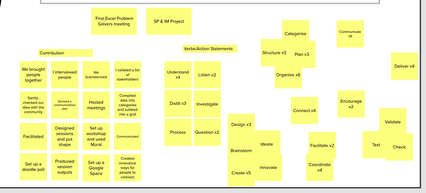
3 Team Mission

Why does this team exist? How does it align to what the business wants to achieve?

Define our mission!
What do we do?
How do we do it?
Why do we do it?

Combine the winning sticky notes in this order **[Why + How + What]** to create your team's mission statement.





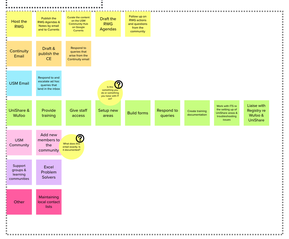
4 Roles & Responsibilities

Who does what?
Let's outline it!

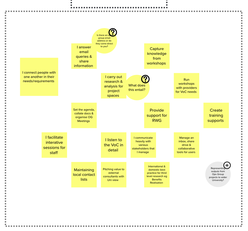
Who is the PO? The SM?
The Developers?
Is there single accountability for specific things? Is there a back-up?

I have a question!
I have a something to add!

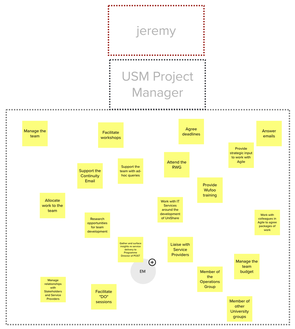
Ciarán
USM Project Administrator



Emma
Ops Group



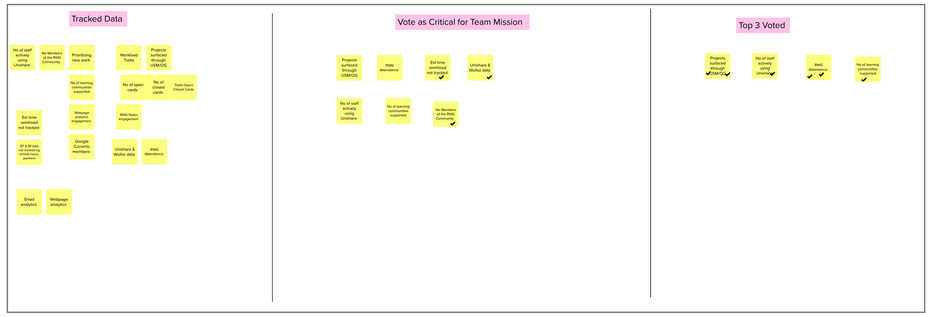
jeremy
USM Project Manager



5 Metrics & KPI's

How do we measure what we do?
Add everything we track.
Nominate new data to track.

Former USM: to bring people together so everyone achieves more
[paste team mission here]
[add top 3 here]



6 Strengths & Skills

What hidden super powers do our colleagues have?

Ciarán
Writing
Editing
Proof reading
Attention to detail
Reasonably good technical skills (IT dept)
Good under pressure
Calm
Organised
A good learner
Problem solving

Emma
Event Management
PM skills degree
Comms skills from VLE
insider knowledge as staff/student member
Admissions exp
Webpage design
Providers
Tenders
Time mgmt international aspect
Collaboration
Tough stakeholders mgmt
former librarian
data analysis

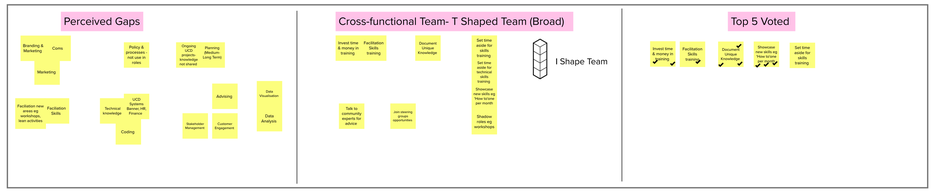
Jeremy
Influencing decision making
Reflecting on experiences
Making ideas work (Strategy deployment)
Applying new techniques
Picking up new tools
Change Management
Calm
Solution oriented

[name] (superpowers!)
[name] (superpowers!)
[name] (superpowers!)
[name] (superpowers!)
[name] (superpowers!)

7 Gaps & Growth Opportunities

What skills or qualities do we need more of?
Where could we improve?

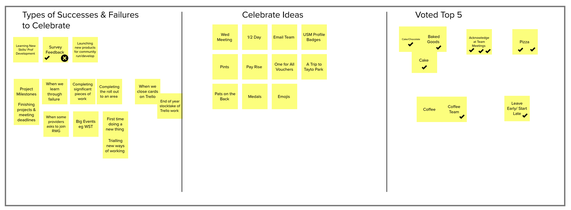
[add top 5 here]



8 Celebrate & Improve

How do we want to celebrate successes?
How will we have fun together? How do we plan to learn from our failures?

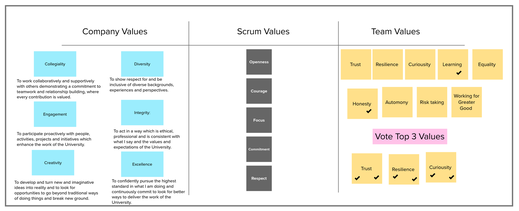
[add top 5 here]



9 Values

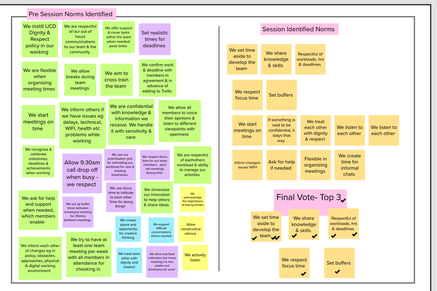
What do we value?

[add top 5 here]



10 Norms

What are our norms?



11 Events & Key Dates

When will our scrum events take place?

How long is our Sprint? (e.g. 1 week)

Sprint Planning	Daily Scrum	Sprint Review	Sprint Retrospective	Backlog Refinement
[Enter Day of the Week]	[Enter Time]	[Enter Day of the Week]	[Enter Day of the Week]	[Enter Day of the Week]
[Enter Time]	[Enter Place]	[Enter Time]	[Enter Time]	[Enter Time]
[Enter Place]		[Enter Place]	[Enter Place]	[Enter Place]

Contributions
Listen
Understand
Deliver
Create
Connect

SP & IM project
Excel Problem Solvers Meeting

TO Contribution so that IMPACT
Max 2
Max 1

Impact
How did you contribution allow others to go on to do or be?
How were peoples lives different?
The Human Impact

People felt they were not alone
People felt respected
People were enabled to be part of a group
People were empowered to help others
People had clarity around the process
People were empowered to have a wider impact
People bought into the process
People were supported to improve their environment
People saw the value of sharing skills
People felt their expetise was recognised
People's passion was reignited
People knowledge & expertise were reinforced tangibly
People were empowered to feed into something bigger than themselves

How
We Listen
We Create
We seek to understand

Webpage

Candidate WHY Statements

To connect and understand so that people are empowered to feed into something bigger than themselves
To connect and deliver to have a wider impact
To connect others so that they are empowered to do more
To connect people and deliver value so that they are empowered & enabled to be their best

Why statement goes on webpage
We listen and respect peoples opinions
We seek to understand so peoples issues so we can help people fix them
We create opportunities for people to share their knowledge and skils