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Project Management, project planning, templates and advice

<COMPANY OR PROJECT LOGO>

<PROJECT NAME>

<PROJECT REFERENCE>

TEAM PERFORMANCE ASSESSMENT

VERSION <1.0>

<DD/MM/YYYY>

DOCUMENT CONTROL

DOCUMENT INFORMATION

	Information
Document Id	*[Document Management System #]*
Document Owner	*[Owner Name]*
Issue Date	*[Date]*
Last Saved Date	*[Date]*
File Name	*[Name]*

DOCUMENT HISTORY

Version	**Issue Date**	**Changes**
[1.0]	*[Date]*	*[Section, Page(s) and Text Revised]*

DOCUMENT APPROVALS

Role	**Name**	**Signature**	**Date**
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager *(if applicable)*			

Procurement Manager *(if applicable)*			
Communications Manager *(if applicable)*			
Project Office Manager *(if applicable)*			

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TEMPLATE GUIDE

How to use this template

This is a guide to the standard sections included in a Team Performance Assessment. Sections may be added, removed, or amended to suit your project. Example tables have been added (where relevant). These are suggestions; you may decide to format these sections differently.

Text in Blue italics is designed to assist you in completing the template. Delete this text before sharing the final document.

Example entries are provided in some places. This text is shown in Red.

<The team performance assessment aims to help the project manager identify areas where the team can improve. This includes reviewing technical and interpersonal competencies and general characteristics such as team morale and cohesiveness.>

TECHNICAL PERFORMANCE

<This section focuses on the 'hard' skills of the project team. That is, how well key project management procedures are delivered.>

SCOPE MANAGEMENT

<Please rate the team's ability to deliver & manage the scope of the project and product. Justify your rating with comments that describe instances or aspects of scope performance. Refer to the Scope Management Plan to help you assess performance.>

SCOPE MANAGEMENT		
[ ] Exceeds standard	[ ] Meets standard	[ ] Needs improvement
<Explain your rating with examples and suggestions for improvement.>		

QUALITY MANAGEMENT

<Rate how well the team is delivering and managing quality. Refer to the Quality Management Plan and Quality Audits.>

QUALITY MANAGEMENT		
[ ] Exceeds standard	*[ ] Meets standard*	*[ ] Needs improvement*
<Explain your rating with examples and suggestions for improvement.>		

SCHEDULE MANAGEMENT

<Assess how well the team is delivering and managing the project schedule. Refer to the Schedule Management Plan, Work Breakdown Structures, and Project Plans.>

SCHEDULE MANAGEMENT		
[ ] Exceeds standard	*[ ] Meets standard*	*[ ] Needs improvement*
<Explain your rating with examples and suggestions for improvement.>		

COST MANAGEMENT

<Assess how well the team is monitoring and controlling project costs. Refer to the Cost Management Plan, cost estimates, and budget tracking spreadsheets.>

COST MANAGEMENT		
[ ] Exceeds standard	*[ ] Meets standard*	*[ ] Needs improvement*
<Explain your rating with examples and suggestions for improvement.>		

TEAMWORK

<This section focuses on how well the team works together. Do people feel like they are listened to and supported? Is work shared and contributions valued? Is there much conflict, and how well is it handled?>

COMMUNICATIONS

<Does everyone know what they need to do and when? Are the team clear on who does what and whom to speak to about issues? How does the team keep in touch, and how well is it working?>

COMMUNICATION		
[ ] Exceeds standard	*[ ] Meets standard*	*[ ] Needs improvement*
<Explain your rating with examples and suggestions for improvement.>		

WORKING TOGETHER

<How well does the team work together? Do the individual members feel part of the team? Refer to the Team Charter to complete this section.>

WORK TOGETHER		
[ ] Exceeds standard	*[ ] Meets standard*	*[ ] Needs improvement*
<Explain your rating with examples and suggestions for improvement.>		

CONFLICT HANDLING

<Do the team get on? When there is conflict, how is it handled? Team members will have some disagreements, which is ok; in high-performing teams, the conflict will be quickly resolved so everyone can move on.>

CONFLICT HANDLING		
[ ] Exceeds standard	*[ ] Meets standard*	*[ ] Needs improvement*
<Explain your rating with examples and suggestions for improvement.>		

DECISION MAKING

<How well are decisions made? Does everyone know whom to go to for decisions? Does everyone understand the Project Tolerances, and is there a straightforward escalation process? Does this work smoothly when decisions must be made at a senior level?>

DECISION MAKING		
[ ] Exceeds standard	*[ ] Meets standard*	*[ ] Needs improvement*
<Explain your rating with examples and suggestions for improvement.>		

TEAM MORALE

<How is everyone? Are team members generally positive about the team and the project? Do any changes need to be made to improve morale, e.g., the Project Charter or working conditions?>

TEAM MORALE		
[ ] Exceeds standard	*[ ] Meets standard*	*[ ] Needs improvement*
<Explain your rating with examples and suggestions for improvement.>		

AREAS FOR DEVELOPMENT AND ACTION

<Note any areas that need improvement along with clear actions, action owners, and a due date.>

AREA	ACTIONS	ACTION OWNER	DUE DATE

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Template

Work Breakdown Structure (WBS) FREE examples to download immediately.