

# Team formation and working principles

CHEM-E2220 - Product Development  
Project course – 2020

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# Team formation and working principles

- Team will select the "Team Leader"
  - Contact person for the team
  - Will lead the overall progress
  - Does not do all the work alone!
- Find strengths of individual team members and utilise these (role setting)
- Keep notes/memos and record your decisions and responsibilities (this is for yourself/team, not for teachers!)
- Make a task list and timeline with milestones (e.g. Gantt chart) in order to handle your work

# Team formation



# Team formation process

## What is it?

- A step-by-step process for aligning team members in *purpose, objectives, roles and responsibilities and communication* both within and outside of the team.
- Also a process that *generates invaluable trust* and a lot of *excitement* about working together.

# Team formation process

- Teams *aren't automatically formed* because someone commands them into existence.
- Lots of teams have been told “*Congratulations! You're a team now!*” without ever really becoming one.
- Most teams who have never gone through a thorough team formation process laugh at the thought of calling themselves a team.
- Building a team takes *time and patience*, plus following a *prescribed set of steps*.

# “Nine Steps of Team Formation”

- I) Setting the Context for Teaming
- II) Defining Team’s Purpose/Goal
- III) Defining Our (team members’) Competencies
- IV) Defining Team Norms
- V) Our (team’s) Internal and External Customers
- VI) Establish Specific Team Objectives
- VII) Identify Team Roles and Responsibilities
- VIII) Create a Communication Plan for the Team
- IX) Establish Next Steps

# First TASKS for the team(s)

- Week 1
  - Start team formation
  - Get acquainted with your members
  - (~~Contact the persons not participating/present yet~~)
  - Inform the name of your team leader ( [Jouni.Paltakari@aalto.fi](mailto:Jouni.Paltakari@aalto.fi) by 18.9.2020)
  - Wednesday 16.9. @Zoom 9-10 hours a checkpoint meet (Zoom link to appear in MC)