

Team Contract

Effective leaders in accounting firms help teams accomplish tasks by 1) clarifying goals and expectations and 2) creating an environment that encourages meaningful contributions from each member. You will work with others in (insert course title) to (insert brief project description). To help you create a positive, effective team environment, please take time at your first planning meeting to answer the questions in this contract. Everyone should participate in the discussion. Answering these questions as a team will help you:

- Understand each member's strengths, weaknesses, and personal goals
- Set goals and expectations for how the team will function

Please write the responses to these questions below, and have each team member sign the last page to indicate approval of the contents.

Individual-Level Questions

Team Member 1: _____

What do you see as your primary strengths you could add to this project? What are you good at doing?

What kind of work on this project would you dislike doing?

How would you like to increase your teamwork or communication skills during this project?

Team Member 2: _____

What do you see as your primary strengths you could add to this project? What are you good at doing?

What kind of work on this project would you dislike doing?

How would you like to increase your teamwork or communication skills during this project?

Team Member 3: _____

What do you see as your primary strengths you could add to this project? What are you good at doing?

What kind of work on this project would you dislike doing?

How would you like to increase your teamwork or communication skills during this project?

Team Member 4: _____

What do you see as your primary strengths you could add to this project? What are you good at doing?

What kind of work on this project would you dislike doing?

How would you like to increase your teamwork or communication skills during this project?

Team-Level Questions

What is the team's primary goal for this project?

How does each person on the team like to work?

- How will the team reconcile differences among different work styles?

How will the team communicate?

- How will the group exchange information? How often? If the group plans to hold regular meetings, when and where will the meetings occur?
 - What forms of media will the team use?
 - What is the standard for timely communication?
- What roles will individuals have on the team (e.g., leader/facilitator, notetaker, timekeeper)? What are the responsibilities of each person?
- How will the group make decisions (e.g., consensus vote, unanimity, leader makes decisions)?

How will the team distribute work equitably?

What are the expectations for performance?

- What happens if someone is not meeting the established expectations?

Signatures Indicating Approval of Contents

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Questions modified from Breslow, L. (2000). Teamwork Questionnaire. Sloan School of Management at MIT.

This handout is courtesy of Geneviève Risner, Ph.D., professor of practice and director of the accounting department's Ernst and Young Communication Center at Michigan State University.