

Delivery Toolkit – Project Team Audit Tool

Project:	Sponsor:
Date:	Project Manager:

Team checklist

Check	Response	Comment
1. Is team management appropriate?		
2. Is team communication appropriate?		
3. Is the team working area (office or virtual environment) supportive of success?		
4. Is team morale supportive of success? (how the team behaves, its values)		
5. Is the team being managed effectively?		
6. Is the team performing (achieving its goals)?		
7. Is there conflict in the team?		
8. Is the team working effectively? (individual performance, clarity of role and ways of working (WoW))		

Team action plan

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