

Teamwork Contract Template

The following template is an example for you to use whenever you have a group work assignment.

Having a team contract for group assignments can significantly enhance the effectiveness and efficiency of group work. A team contract is a written agreement among team members that outlines expectations, roles, responsibilities, rules, and procedures for the group's operation.

Here are some **key benefits** of having a team contract for group assignments:

- A team contract establishes clear expectations regarding each member's contributions, deadlines, and quality of work. This clarity helps prevent misunderstandings and ensures that all members are aligned with the group's goals.
- By specifying roles and responsibilities, a team contract helps distribute workload evenly and according to each member's strengths and expertise. This leads to more efficient task completion and prevents any single member from being overburdened.
- A team contract can include guidelines for how and when team members will communicate. This can improve the effectiveness of communication within the group, ensuring that everyone stays informed and engaged.
- Including conflict resolution strategies within the team contract provides a predefined way to address and resolve disagreements or issues that may arise. This can help maintain a positive working environment and prevent conflicts from derailing the project.
- A team contract holds members accountable for their assigned tasks and responsibilities. Knowing that there are agreed-upon consequences for not fulfilling their part can motivate members to contribute their best effort.
- With established roles and procedures, decision-making processes can become more efficient. The team contract can outline how decisions will be made.
- The process of creating a team contract encourages members to discuss and agree on how they will work together. This collaborative effort can strengthen relationships, foster mutual respect, and enhance overall team cohesion.

Have a look at the template provided below, you may find it useful to use in future group assignments.

Teamwork Contract

Team Members

Having a team contract for group assignments can significantly enhance the effectiveness and efficiency of group work. A team contract is a written agreement among team members that outlines expectations, roles, responsibilities, rules, and procedures for the group's operation.

| Team members' name | Team members' signature and date | Phone (optional) | Email (optional) |
|--------------------|----------------------------------|------------------|------------------|
| 1. | ____ / ____ /20____ | | |
| 2. | ____ / ____ /20____ | | |
| 3. | ____ / ____ /20____ | | |
| 4. | ____ / ____ /20____ | | |
| 5. | ____ / ____ /20____ | | |
| 6. | ____ / ____ /20____ | | |
| 7. | ____ / ____ /20____ | | |
| 8. | ____ / ____ /20____ | | |

Notes



Teamwork Contract

Teamwork Project

Discuss the assessment guidelines and describe the main goals you would like to achieve as a team.

You may also wish to add additional goals related to the professional skills you wish to develop or practice as part of your teamwork assignment.

What do we want to accomplish as a result of this teamwork assignment?

Team Goals

| | |
|---------|---------|
| Goal 1: | Goal 3: |
| Goal 2: | Goal 4: |

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Teamwork Contract

Team Members Strengths

Clearly articulate what you recognise as strengths of each team member and how they will use that strength to achieve the team goals.

| Team members' name | What are your main strengths? | How will you use your strengths to benefit the team? |
|--------------------|-------------------------------|--|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |

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Teamwork Contract

Procedural Rules for Working as a Team

State explicitly what rules and norms you will operate under to ensure you can meet the project goals and complete the teamwork assignment.

| Aspects to discuss | Rules and norms you will operate under as a team | Strategies you can use if these rules or norm are not being adhered by all team members |
|------------------------------------|--|---|
| Expectations | | |
| Communication and meetings | | |
| Participation and contribution | | |
| Solving conflicts or disagreements | | |

Notes

Teamwork Contract

Workload Allocation

Clearly explain how you will allocate work to complete all the tasks and parts in your teamwork assignment.

| Parts and sections | Team members' name | Team members' name | Team members' name |
|--------------------|--------------------|--------------------|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |
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Teamwork Contract

Decision Making Provisions

Clearly outline how you will make decisions as a team.

Consequences for Non-performance

Consequences for non-performance.

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Teamwork Contract

Additional Rules or Norms (optional)

If as a team you feel like there are aspects you would like to add to your team contract that have not been addressed earlier, use this section to include them.

Notes
