<table>
<thead>
<tr>
<th>MILESTONE 1</th>
<th>GOALS</th>
<th>TOOLS</th>
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| COMMUNICATION | Is your organization aware of this strategic effort? Is there a clear understanding among your departments of why this effort is taking place and what is being asked of us? | • Brief your leadership on the effort  
• Hold an all-hands meeting to share information  
• Provide an opportunity for questions and answers  
• Follow-up with stakeholders regularly and adjust as appropriate | • Tools will vary based on the tactics used to accomplish the associated goals. Make sure you close the loop on items, listen to input and adjust accordingly, and regularly follow-up with stakeholders to provide updates on efforts and keep staff engaged. |

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<th>MILESTONE 2</th>
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| ASSESS YOUR CURRENT STATE | What from a teamwork perspective is missing from your organization? What type of environment would you like to establish? Are there clear expectations established? Do your employees need training? | • Complete the self-assessment for the individual contributor.  
• Complete the self-assessment for the Manager.  
• Assess your current teams. | • Self-assessment for Individual Contributor  
• Self-assessment for Manager |

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| DESIGN YOUR FUTURE STATE | What does success look like for teamwork? | • Informal and formal connections are made with colleagues and leadership. Resources are shared  
• Meaningful cross-functional work is identified and completed  
• Communication flows sideways, up, and down  
• Unnecessary work boundaries are removed  
• Collaboration is encouraged and rewarded  
• Decision input comes bottom up, across, and top-down  
• Portfolio staff have the skills to build and practice teamwork  
• Train Project Managers to Run effective meetings | • Collaborative spaces, both physically and virtually  
• Events where people get to know each other  
• Networking within/across your department  
• Departmental open houses  
• Common communication tool  
• Microsoft TEAMS  
• Communities of practice  
• User group/forum  
• LinkedIn Learning Collaboration and Teamwork Playlist  
• FAS Newsletter type communication highlighting successful collaborative efforts  
• Anatomy of A Great Meeting  
• Five Star Recipe Process  
• Team Assessment Diagnostic |
## MILESTONE 4
### GOALS
- Commit to invest in training and resources related to teamwork competency
- Encourage facilitated discussions directed toward Teamwork
- Determine the area(s) that need improvement or development.
- Develop an appropriate action plan that addresses the area(s) that need improvement or development.
  - Design action plan using SMART goals
  - Determine specific measures
  - Encourage employees to reach out to other units for cross-training.
  - Share training opportunities with staff, even if it is outside of their immediate role.
- Implement the action plan.
  - Collect relevant information based on measures.
- Review and Analyze measurement information
  - Compare to Milestone 2 Assessments
  - Trend information over time
- Reward Teamwork Successes
  - Develop and communicate the reward system so all levels of employees can participate.
  - Acknowledge / Recognize teams in departmental communications.
  - Accommodate how different teams / people want to be recognized and rewarded.

### TOOLS
- Create If / Then Guides to address common barriers
  - Ex: IF you are struggling with Silos then encourage collaboration across units by X, Y, Z
  - Use “How to Improve Teamwork” tool as a guide
- Measurement Examples:
  - Employee Evaluations
  - Evaluate Goal Attainment
  - Employee Engagement Levels
  - Innovations Produced
  - Resource / Money Savings
  - Increased Teamwork Competency and skills based on Initial Assessments

## MILESTONE 5
### GOALS
- Continuous improvement for teamwork practices
- Identify and establish training opportunities for weaknesses

### TOOLS
- Team Surveys upon project completion.
- Document lessons learnt and adopt recommendations for future projects.