TOOL TEMPLATE: TEAM CANVAS

References: Team Canvas by Alex Ivanov and Mitya Voloshchuk

SOCIAL INNOVATION COMMUNITY

How to organize the team, align tasks, resolve conflicts and build productive culture?

Complexity: Medium
Time required: 90 – 120 minutes, 2-8 participants
Material required: Team Canvas Basic recreated on a whiteboard or on a big piece of paper (e.g. flipchart paper), blocks of coloured post-its, pens, and timer

What is it for?

Team Canvas helps brining team members on the same page by following structured communication principles. Team Canvas is a strategic framework used to align teams and achieve cohesion among team values, goals and performances. It can be used is situations like forming a team, adding a new team member to the group, clarifying goals, addressing overall team achievements etc. It summarizes all the elements needed for a team to get the overview of group performance.

How to use it?

To fill in the Team Canvas gather a group for a 90-120 minute team session. Start with the introduction of defining the session's goal and explaining the Team Canvas segments. Go through each segment making sure you asked questions from all segments. Spend 10-15 on each area and encourage participants to write their answers on post-it notes and discuss about them with the team. There are fields that all team should agree on: 1. People and Roles; 2. Goals; 4. Purpose; 5. Values; 9. Rules and culture. The rest of the fields can be filled in individually, with no particular need to be agreed upon. End a session with a Wrap up and ask the team members to tell about one insight they gained during the process.

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PEOPLE & ROLES

What are our names and the roles we have in the team?

What are we called as a team?

COMMON GOALS

What you as a group really want to achieve? What is our key goal that is feasible, measurable and time-bounded?

PERSONAL GOALS

What are our individual personal goals? Are there personal agendas that we want to open up?

VALUES

What do we stand for? What are guiding principles? What are our common values that we want to be at the core of our team?

PURPOSE

Why we are doing what we are doing n the first place?

NEEDS & EXPECTATIONS

What each one of us needs to be successful? What are our personal needs towards the team to be at our best?

RULES & ACTIVITIES

What are the rules we want to introduce after doing this session? How do we communicate and keep everyone up to date? How do we make decisions? How do we execute and evaluate what we do?

STRENGTHS & ASSETS

What are the skills we have in the team that will help us achieve our goals?
What are interpersonal/soft skills that we have?
What are we good at, individually and as a team?

WEAKNESSES & RISKS

What are the weaknesses we have, individually and as a team?
What our teammates should know about us?
What are some obstacles we see ahead us that we are likely to face?