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?

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

What are we called as a team?

VALUES
What are our personal goals?

Are there personal agendas that we want to open up?

PERSONAL NEEDS & EXPECTATIONS
What each one of us needs to be successful?

What are our personal needs towards the team to be at our best?

PURPOSE
Why are we doing what we are doing in the first place?

What is our key goal that is feasible, measurable and time-bounded?

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 of us that we are likely to face?

RULES & ACTIVITIES
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Team Canvas by theteamcanvas.com. Created by Alexey Ivanov, Dmitry Voloshchuk.

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Most important things to talk about in the team to make sure your work as a group is productive, happy and stress-free

Team name  Date

Version 0.8  |  theteamcanvas.com  |  hello@theteamcanvas.com

PEOPLE & ROLES

RULES & ACTIVITIES

PURPOSE

VALUES

COMMON GOALS

PERSONAL GOALS

NEEDS & EXPECTATIONS

WEAKNESSES & RISKS

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Story telling canvas by Jason Little


In the past we used to do things like this around here
And we liked it because it had this effect on our culture, morale, and customer satisfaction
But then one day something happened that changed the way we do things
And because of that it had a positive or negative impact on us
So we want to make this change

Geoffrey Moore’s Product Vision Model


We modified Geoffrey’s Product Vision Model for team work

For our customers
Who need to do something or want to exploit some opportunity
The team name is a team category
Who provides these services and benefits
Unlike our current way of doing things, or our primary competitor
Our team does this differently

“Vision verse”


Our vision is that performing a key activity will be as easy as helpful comparison e.g. "as easy as calling an Uber".
Over the last decade, we’ve seen three relevant trends i.e. macro-economic, consumer and technology. These trends are set to accelerate now that watershed technology, regulatory or competitive milestones.
Imagine if you could achieve inspiring outcome(s) with just minimal user input. We’ll actually be able to deliver this as soon as we critical areas to develop in the company.
Once this is possible, our addressable market suddenly opens up from current niche customer segments to include larger potential customer segments.
Eventually, we can eliminate injustice of the status quo. And that’s a vision we believe is worth fighting for.
1. Write down your role(s) on a separate 4x6 post-it and stick to an A3 page adhered to the wall.

2. Stand in front of a role that you did not write down.

3. Write down the responsibilities you think that role performs. (5 minutes)

4. Move to another poster and read what was written. Write down additional responsibilities not already covered (approx. 3.5 minutes).

5. Rotate until each person has covered approx. 80% of the roles, excluding their own (reduce time allocation by 30 seconds for each rotation to minimum of 1.5 minutes per poster).

6. Stand by the role(s) you believe you fulfill and read what other people have written down.

7. Write your name on a 4x6 post-it and stick it over your role.
8. One person at a time:

- Read the first line out loud and place a tick or check next to it if you agree with it. If you do not agree with it, place a cross.

- Discuss any disagreements with the team – possible actions are to move it to another role, add an item onto the action log, or reword the statement into something that all parties can agree to.

- Once all statements have been read, update the poster with missing responsibilities.

- Add your email address and cell phone number to the poster.

9. Move on to the next person and rotate until all team members have had a chance to review their role.

10. Ask for someone to consolidate the email addresses and cell numbers and distribute to the team.

Materials

- 4x6 post-it notes
- A3 paper
- Painters tape
- Blank A4 paper or note pads
- Different colored markers
What skills do we have in the team?
What are our individual and team weaknesses?

Steps
1. Write your names across the top of your competency grid – one name per column.
2. Brainstorm the skills you need in the team.
3. Add stickers to each cell in the grid to show what skills you each have. Use different color stickers to indicate the level of competence in that skill – Novice (e.g. red), Intermediate (e.g. yellow), Expert (e.g. green).
4. Visualise where you do not like doing that activity e.g. unhappy face on the sticker.
5. Where a required skill is lacking or missing, draw an exclamation mark next to the skill.
**Team Canvas by theteamcanvas.com. Created by Alexey Ivanov, Dmitry Voloshchuk**

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**Most important things to talk about in the team to make sure your work as a group is productive, happy and stress-free**

**Team name**

**Date**

**Version 0.8** | [theteamcanvas.com](http://theteamcanvas.com) | hello@theteamcanvas.com

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**RULES & ACTIVITIES**

**How do we communicate and keep everyone up to date?**

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**Scrum Kickoff Planner** by Adam Weisbart

[https://weisbart.com/kickoff](https://weisbart.com/kickoff)

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**We always include...**

- Team Name
- Method of collaboration (Slack, Zoom)
- How do we visualize work? Physical or virtual?  
- Core working hours (flexi hours, religious events)
- Multiple time zones
- Leave (Sick leave work buddy)
- Team Framework (Scrum): When and where will we meet? How long are the events?
- Definition of Ready
- Definition of Done
- Team Calendar
- Conflict Protocol

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**Notes**

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Page 6
Steps

1. Individually circle your top 5 values from the list, based on your current project, situation, and personalities. Alternatively you can use the Scrum Values (Respect, Courage, Commitment, Openness and Trust).

2. Once everyone has selected, read out your top 5 values one by one. The facilitator will record each new word on the flipchart.

3. Each team member will vote for their top values, using dot voting (3 dots). Don’t get too attached to the words you picked!

4. Identify the top three to five values, based on the dot voting.

5. Pair up with another person and complete the following behavior statement for each value: “We work best together when…”

6. Pair up with another pair (i.e. form a group of 4) and consolidate similar behavior statements.

7. Group up with another group (i.e. form a group of 8) and to consolidate similar behavior statements.

8. Once there are only 2 groups left, have a large group discussion to consolidate similar behavior statements for each value. Stick the behavior statements on a poster, with the value words in the center.

Management 3.0
Big Values List

Material:
- Printed Management 3.0 Big Values List per team member
- Different colored markers
- Colored dots to vote (3 per person)
- Strips of colored paper
- Values poster saying “We work best together when…”
- Glue stick
### SMARTER Goals

**Revised Goal Statement:** By 31 March, our blog will see a 10% increase in traffic by increasing our weekly publishing frequency from 2 posts per week to 5 posts.

**Initial Goal Statement:** increase blog traffic

<table>
<thead>
<tr>
<th>Specific</th>
<th>Measurable</th>
<th>Achievable</th>
<th>Relevant</th>
<th>Time bound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who needs to be included? What do you want to do?</td>
<td>How much? How many? How will you know it is accomplished?</td>
<td>How will I accomplish this goal? What new tools or skills do I need? What would it take to get there?</td>
<td>Does this goal seem worthwhile? Is this the right time to pursue this goal?</td>
<td>When? How many? How much? How will I know it is accomplished?</td>
</tr>
<tr>
<td>Increase publishing frequency from 2 to 3 posts / week</td>
<td>Currently get approx. 1000 views per day</td>
<td>Increase by 10% to 1100 per day</td>
<td>We will boost brand awareness + generate more leads</td>
<td>By 31 March, reached target of +3%</td>
</tr>
<tr>
<td>Our 2 bloggers will increase from 2 to 3 posts / week</td>
<td>Increase by 10%</td>
<td>Blog traffic increase by 5% last quarter when we increased frequency from 1 to 2 times per week</td>
<td>Give sales more opportunities to close</td>
<td>By the end of the quarter reached target of +10%</td>
</tr>
<tr>
<td>• Increase by 10%</td>
<td>Infrastructure in place</td>
<td>• Blog traffic increase by 5% last quarter when we increased frequency from 1 to 2 times per week</td>
<td>• We will boost brand awareness + generate more leads</td>
<td>• Infrastructure in place</td>
</tr>
</tbody>
</table>

**Evaluate**

- Achieved from first week of Feb
- Still on approx. 1000 views per day, spike after new posts
- Average increase is 2%
- No measurable increase in sales as yet
- At +2% after 1.5 months

**Re-think**

Reset or re-do the original goal. Put your initial statement below, and start another SMARTER Goal Canvas.

**New initial Goal Statement:**

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This canvas was created by Angie Doyle (@Doyle_Angie) and Talia Lancaster (@SketchingSM), taking inspiration from theteamcanvas.com. This work is licensed under the Creative Commons Attribution-ShareAlike 4.0.
What do each of us need in order to be satisfied and successful in a diverse team?

**Needs and Expectations**

### Materials
- “All you need is” Card pack per person
- 5 “My needs cards” per person
- Post-it notes
- List of Centre for Nonviolent Communication needs

### Steps
1. Remind the team that this is a silent, inward focused exercise.

2. Order your “All you need is...” cards in order of priority, from highest (left) to lowest (right). If some needs are “missing”, use the blank cards to write them down.

3. Once you have identified your top 3-5 needs, complete a “My need card” for each one:
   - As <name>
   - I need <need>
   - So I request from the team <request>

4. Once complete, hand the pack of “My needs cards” to the person on your right.

5. Silently read through the “My needs cards” you have received. Write down any points where you may need some clarity.

6. Once everyone has seen each other’s needs cards, ask if there are any points that need to be discussed. This is the first time the team will talk during this exercise!

7. Once discussed, decide if there are specific items to be added to the team working agreement (perhaps in the form of “We work best together when...” statements).
<table>
<thead>
<tr>
<th>Time</th>
<th>Section</th>
<th>Activity</th>
<th>Materials/Supplies/Handouts</th>
</tr>
</thead>
</table>
| 2'   | Introduction | Introduce speakers, ask questions on high performing teams | - One booklet per person  
- Colored markers |
| 3'   | Introduction to the Team Canvas | Introduce team canvas, ask to follow along in booklet | - Post-it notes  
- Sharpies  
- Agenda/ Parking Lot  
- Action Log |
| 5'   | Purpose | Play sample purpose video in the background |  |
| 5'   | People & Roles | Perform "on-stage demo" of role exercise | - Role flip chart poster for demo  
- Large colored dots: Green, Yellow, Red (20 of each color per person per table)  
- Flipchart paper |
| 5'   | Strengths & Assets and Weaknesses & Risks | Perform "on-stage demo" of Skills matrix Strengths & Assets, and Weaknesses & risks |  |
| 5'   | Rules & Activities | Review elements of working agreements |  |
| 5'   | Values | Perform "on-stage demo" of values exercise | - One A4 Management 3.0 Big Values List per person  
- One sheet of blank A3 paper  
- One A3 "We work best together when" poster per table  
- Strips of colored paper (many)  
- Glue |
| 5'   | Common & Personal Goals | Read sample team SMARTER goal | - One A3 SMARTER goal template for demo |
| 5'   | Needs & Expectations | Perform "on-stage demo" of needs and expectations exercise | - One pack of “All you need is…” cards per person  
- 5 needs statement cards per person |
| 25'  | Practical Activities | Explain the format of the exercise section | - Practical kit per team |
| 10'  | Feedback & Closing | Answer questions and close off with this slide |  |
contact us

Angie
adoyle@iqbusiness.net
@Doyle_Angie
+27 82 3228558

Talia
sketchingscrummaster@gmail.com
@SketchingSM
+27 73 925 9070