**IMPLEMENTATION TEAM AGREEMENT WORKSHEET**

This worksheet provides a template that implementation teams can use to define core team agreements. Questions are provided in each section to guide the development of a team agreement with a focus on CQI.

*Implementation teams are responsible for actively supporting implementation of the program. Team members should have detailed knowledge of the program. An implementation team is not an advisory group, but rather a team that is actively and regularly involved in program implementation.*

| **COMPONENT** | **GUIDING QUESTIONS** | **RESPONSES AND NOTES** |
| --- | --- | --- |
| **Vision** | * What is the overarching vision for the team? How does the vision emphasize CQI?
* Does this align with the organization’s vision?
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| **Goals and Objectives** | * What are the main purposes of the team related to CQI?
* What are the team’s goals for using data to inform decision-making and improvement?
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| **Roles, Responsibilities****and Scope**  | * Who participates and in what roles?
* What are the team’s responsibilities?
* How do team members share accountability for CQI? (For example, who will be responsible for gathering data and information?)
* How does the IT communicate or work with other groups (like an evaluation team, or outside partner/group)?”
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| **Communication Protocols**  | * How does this team communicate internally?
* How do team members gather and share information outside the team and feedback related to CQI efforts?
* When improvement decisions are made, how are they communicated?
* Who communicates team activities and decisions and how often?
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| **Resources available to the group or project**  | * What resources are available to support the implementation team’s work? Specifically, what resources are available to support CQI?
* What resources are important to document in this agreement?
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| **Authority and Influence and Decision-Making Process** | * What authority does the team have in making CQI improvement decisions?
* How does the team make decisions?
* What are the limits of the team’s authority?
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| **Deliverables** | * What are expected deliverables (and anticipated timing) of the team and its members?
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After answering the questions above, you can then make this into a standalone implementation team agreement document, or keep it in the table format above. Once completed, have each team member sign it and pick a date in the future to revisit this agreement and make any changes needed at that time. (Note: add signatures as needed.)

Team Member #1 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member #2 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member #3 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member #4 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member #5 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date initially signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to revisit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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