**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? |  |
| **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? |  |
| **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)?” |  |
| **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? |  |
| **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? |  |
| **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? |  |
| **Deliverables** | * What are expected deliverables (and anticipated timing) of the team and its members? |  |

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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