

HOW TO STAND UP A TEAM



Ad hoc teams can form for the sole purpose of working on one project or a single problem. Use the questions below to guide you in the process of building and standing up your ad hoc project team.

What is the problem to solve? What challenge, issue, or problem do you and the team keep bumping up against that you would like to see resolved?

Who would make great teammates for this project? You don't have to know how to do everything, you just need to know to know which people to call in for which role.

Team Member	Role
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

What is the timing for this project? Work with your team to determine what is reasonable to address during a set time frame. Remember to take your regular roles and responsibilities into account.

Start Date: _____ **End Date:** _____

How, where, and how often will you communicate? Pick a communication cadence and stick with it until you realize it's too much or too little.

Who needs to be informed that you are standing up a team? Let them know what challenge you are going to address and who you are pulling together to solve it.