

The Effective Teamwork Matrix (TD8)

Guidance for using the Effective Teamwork Matrix designed by Constructing Excellence (2003).

They give their permission for the matrix to be photocopied and distributed to aid/evaluate effective team working.

The purpose of the matrix

This matrix will help assess the effectiveness of team working practices. The column headings represent six key aspects of effective team working. The rows represent levels of progress towards best practice – level 0 is the lowest.

How to complete the matrix

For each of the aspects identify a level which best matches the effectiveness of team working within your current team, mark this with a cross underneath the text. When all aspects are completed join up the crosses in one line across the page.

How to interpret the results

A profile that contains highs and lows reveals areas of strength (the high points) and areas of weakness (the low points) and identifies areas which would benefit from improvement. A more steady or balanced line will show a consistent level across all aspects of the project. A balanced result at a high level of progress will show well developed project management practices exist.

When to use the matrix

The matrix is designed to help teams develop reflective practice of self and team effectiveness. Once agreed working practices have been operational for some time of the project, it would be helpful to assess their effectiveness, completing this matrix will assist with this process. Completed periodically throughout the term of the project will ensure practices are still effective, improved on past performance or heading for trouble.

What to do next

Agree points within the project term for this matrix to be completed. Team members should complete individually and then compare responses with the team as a whole. From discussion, agreement can be reached to create an action plan for any improvements/adjustments to working practices.