Teamwork Status Questionnaire

Indicate your impression of how the team is doing using the scales below. Read each pair of statements, and mark the one box that best describes your opinion. Mark:

* Number 1 if you completely or mostly agree with the statement on the left.
* Number 5 if you completely or mostly agree with the statement on the right.
* Another number if your opinion falls somewhere between the two.

Leave blank any item that does not apply. For example, if your team does not have written rules or values, leave Item 8 unmarked.

*Warning*: Positive and negative statements switch sides at random, so you must read each pair of statements carefully or your marks will not show your opinion correctly.

1

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Members do not communicate freely. | **1** | **2** | **3** | **4** | **5** | Members communicate freely. |
|  |  |  |  |  |

2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Team members generally ignore team procedures. | **1** | **2** | **3** | **4** | **5** | Team members generally follow team procedures. |
|  |  |  |  |  |

3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Discussions involve all members. | **1** | **2** | **3** | **4** | **5** | Discussions are dominated by one or a few members. |
|  |  |  |  |  |

4

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Decision-making rarely achieves consensus. | **1** | **2** | **3** | **4** | **5** | Decision-making usually achieves consensus. |
|  |  |  |  |  |

5

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Team meetings are a good use of time. | **1** | **2** | **3** | **4** | **5** | Little is accomplished in team meetings. |
|  |  |  |  |  |

6

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Most of the time, members debate without causing conflict. | **1** | **2** | **3** | **4** | **5** | Most of the time, debate does not happen, or it turns into conflict. |
|  |  |  |  |  |

7

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| If conflict occurs, it harms member relationships. | **1** | **2** | **3** | **4** | **5** | If conflict occurs, members work through it easily. |
|  |  |  |  |  |

8

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Members almost always follow our team rules or values. | **1** | **2** | **3** | **4** | **5** | Members usually ignore our team rules or values. |
|  |  |  |  |  |

9

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The team does not get enough information to do its job. | **1** | **2** | **3** | **4** | **5** | The team gets all the information it needs. |
|  |  |  |  |  |

10

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Decisions are usually overruled by management. | **1** | **2** | **3** | **4** | **5** | Decisions are almost never overruled by management. |
|  |  |  |  |  |

11

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The team communicates openly with the manager. | **1** | **2** | **3** | **4** | **5** | The team does not communicate openly with the manager. |
|  |  |  |  |  |

12

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The team generally ignores the Mission Plan or any project plans. | **1** | **2** | **3** | **4** | **5** | The team relies heavily on the Mission Plan or any project plans. |
|  |  |  |  |  |

13

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Managers tell the team how to do its work.  | **1** | **2** | **3** | **4** | **5** | Managers let the team decide how to do its work. |
|  |  |  |  |  |

For teams that have team leaders:

14

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The team leader dominates the team. | **1** | **2** | **3** | **4** | **5** | The team leader acts like an equal member of the team. |
|  |  |  |  |  |

Scoring Key

**Step 1**: On the table on the next page, record each person’s response on each statement pair.

*Very important*: When the “R” column is checked, you must reverse the score as follows (because the positive and negative statements are reversed):

1 = 5

2 = 4

3 = 3

4 = 2

5 = 1

**Step 2**: Add up the numbers for each row and enter them in the “Sum” column.

**Step 3**: Divide the sum by the number of responses to that statement pair and enter the number under “Avg.” Remember that the number of responses to the pairs may vary.

**Step 4**: Add up the numbers under “Avg” and divide by 14 for managed teams and 13 for self-directed teams. Put the figure in the box by “Overall Avg.”

**Step 5**: Use the results to pinpoint problem areas. An “Overall Avg.” below a 3 indicates a troubled team, and below a 4.5 indicates there is room for improvement. Also, statement pairs scoring below a 4, or receiving few responses compared to other pairs, indicate an area that needs work.

| **Q** | **R** | **Individual responses** | **Sum** | **Avg** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 | ✓ |  |  |  |
| 4 |  |  |  |  |
| 5 | ✓ |  |  |  |
| 6 | ✓ |  |  |  |
| 7 |  |  |  |  |
| 8 | ✓ |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 | ✓ |  |  |  |
| 12 |  |  |  |  |
| 13 | ✓ |  |  |  |
| 14 |  |  |  |  |
| Overall Avg. |  |