

Team Preparation Worksheet

1. What strengths do you have relative to this project? (Check all that apply.)

- Above-average writing ability
- Above-average information-finding/research skills
- Above-average computing skills
- Above-average visual design/graphic design skills
- Above-average leadership or management skills
- Other (Describe): _____

2. What would you most like to learn from this project? (Check all that apply.)

- Improve writing speed
- Improve writing skills
- Improve editing skills
- Improve research skills
- Improve data analysis skills
- Improve PowerPoint skills
- Improve other computer skills
- Improve visual design skills
- Improve management skills
- Other (Describe): _____

3. What is your level of commitment to the project? (Check the **one** that best applies.)

- I plan to get an A on this project and will make whatever sacrifices are necessary.
- I want an A but am limited in the time/effort I can dedicate to the project.
- I will be satisfied with a B on this project.
- My goal is simply to receive a passing grade on this project.

4. What scheduling issues or other commitments do you have that might interfere with this project?

5. What concerns do you have about your skills or abilities that might affect how your team views your performance on this project?

6. Would you like to negotiate an agreement with the team that assigns you less responsibility for the project in exchange for a lower grade?

7. In your opinion, what does this team have to accomplish to make this project a success?