



TEAMWORK SERIES

# ROADMAP TO Team Development



## Forming

Together, develop an understanding of the project scope and use a team charter to identify and establish your shared expectations, roles, and responsibilities based on each member's strengths.

## Storming

As you start to share ideas and explore options, you may also encounter disagreements, and team conflicts may arise. The key to success is to handle conflict constructively and to compromise.



## Norming

Refocus on established team ground rules. Use meaningful communication to resolve conflict. Once members learn to work together, you will start to see progress. Consider using a Gantt chart to help keep everyone on track.

## Performing

During the performing stage, there is synergy among the team members as they work interdependently and the roles start to become more fluid. At this point, you will find your team making significant progress.

### Note:

A team may need to move back to a previous stage or spend more time in a given stage depending on circumstances and the nature of the team.



## Adjourning

Before saying goodbye, ensure that all remaining work has been completed and submitted. Make time to celebrate your accomplishments, reflect on your experience, and remember to acknowledge everyone's contributions.



Reference:  
Technical Writing Essentials: Introduction to Professional Communications in the Technical Fields.

<https://ecampusontario.pressbooks.pub/paths/>