

Team Accountability Plan Framework

Instructions:

Complete the sections of the Team Accountability Plan to identify areas to improve team dynamics and the steps for sustainability.

Section I:

What are three actions the team will take to increase accountability?

Action 1:

Action 2:

Action 3:

Section II:

For each defined action complete the following section to define the path forward for team accountability.

Clear Goals and Objectives

Establish clear goals and objectives.

Defined Responsibilities

Define who is responsible for the goal and objectives.

Establish Key Performance Indicators

Identify specific indicators that demonstrate the effectiveness of the team's accountability.

Timelines and Deadlines

Define a realistic timeline and deadline to achieve the defined goal and objectives.

Regular Check-Ins and Progress Meetings

Identify the cadence for regular check-ins and progress meetings and what should be addressed during each.

Feedback Loop

Define how feedback will be received, assessed, and distributed from team members, stakeholders, and others.

Support and Resources

Define known available resources to support the goals and objectives.

Accountability Partners

Identify individuals or entities that will hold the team accountable for the goals and objectives.

Consequences and Rewards

Define potential consequences and rewards associated with the goals and objectives.

Commitment to Continuous Improvement

Define the team's commitment towards continuous improvement.