

Support for Project/Teams

Self-Assessment Form



Instructions: Identify below the components that you believe to be evident in terms of ongoing support for your project/team. Also, seek ways in which to share this information with others to enhance your efforts. This form may be completed by team members individually as a part of a group activity.

Support for Project/Team (Areas in need of ongoing support)	Disagree → Agree				
1. Monthly meetings are held which serve to maintain our focus on specific goals	1	2	3	4	5
2. A system for tracking our progress over time is in place and subject to review	1	2	3	4	5
3. We have team members in attendance who have the best knowledge of each of the students	1	2	3	4	5
4. Access to technical assistance is available and solicited as needed	1	2	3	4	5
5. Our groups norms and ways of interacting as team members continues to be in effect	1	2	3	4	5
6. Notes from meetings and other data sources serve to guide our actions between meetings	1	2	3	4	5
7. We have access to student data (pre/post-exit) and use this information to guide our ongoing efforts	1	2	3	4	5
8. We continue to have support for project/team efforts over time by district personnel	1	2	3	4	5
9. We seek input from other project/teams to identify best practices and new/alternate strategies	1	2	3	4	5

Notes: _____

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Self-Assessment Form Guidelines

Intended Uses of Form

- This form is intended to be used as a tool for providing project/teams with self-directed feedback with respect to ongoing support and maintenance of important team activities.
- This form is applicable for use if/when the membership of the project/team changes or as new members come on board (to inform them of current practices and any protocols).
- It provides an opportunity for project/teams to “check-in” with one another as individuals and team members with respect to how well the process is working and to have conversations aimed at improving communication and practices.

General Guidelines

- Ideally, this form should be completed as a group or team activity with time given for sufficient dialogue and discussion by all team members.
- Project/teams may strive for consensus and may rely on the facilitator to guide the discussion and the possible need for follow-up if additional input and information is needed.
- If training and support for facilitation is needed to move the project/team forward, consultation and technical assistance is available as needed.