

TEAM COLLABORATION ENHANCEMENT

Project Strategy & Alignment Chart

Date: ____ / ____ / _____

Shared Mission & Core Objectives

COMMUNICATION CHANNELS

Urgent:

Routine:

Documentation:

Feedback:

DECISION MAKING PROTOCOL

Final Approver:

Consulted Peers:

Consensus Needed? [] Yes [] No

Conflict Resolution:

Action Items & Ownership

Task / Initiative

Owner

Deadline

BARRIERS TO SUCCESS

COLLABORATION STRENGTHS

Template for Internal Team Use Only â€¢ Minimalist Collaboration Framework