TEAM ALIGNMENT MAP

O·CITY

Module III	Course Testing Business Ideas	Topic 2 Design	Lesson 1 Desing a Team

Activity

- **Short Description**: In order to fulfill the project objectives and reduce stress and pressure on team members during business idea development, students must follow the following instructions to complete the team alignment map.

- **Metodology**: Collaborative learning
- **Duration:** 20 min
- **Difficulty (high - medium - low)**: Medium
- **Individual / Team**: Team (3 to 5 members)
- **Classroom / House**: Classroom
- **What do we need for this activity?**
    - Papers, pens, team alignment map

Description

- **Text description**:

A team alignment map is a simple, visual, and practical tool that helps teams meet their project goals on time, while dramatically reducing miscommunication, frustration, and unnecessary stress. Team Alignment Map isa very useful tool. Each building block in Team Alignment Map illustrates essential information to be

discussed with the team. Identifying perception gaps early on can prevent you from being misaligned without even knowing it.

To use this tool students needs to follow the instruction and fill the team alignment map.

Instructions

The Team Alignment Map can be very helpful. This Map is created by Stefano Mastrogiacomo, and it's a visual tool that allows participants to prepare for the action.

What are the steps that you need to follow to fill this map?

1. First, you need to **define the mission statement.** A mission statement is a sentence or short paragraph that defines the purpose of a company's existence.

    Examples of mission statement:

    FACEBOOK: *"To give people the power to share and make the world more open and connected."*

    PAYPAL: *"To build the Web's most convenient, secure, cost-effective payment solution."*

2. Define the **time box for the agreement**. Determine how much time you need, whether it is up to 5 or 10 minutes or more. The decision is up to you and the team members.

3. Create **joint team objectives**. In this step, it is important to answer the question: What can we achieve together?

    Make sure your goals are SMART. That means, Specific, Measurable, Attainable, Relevant, and Timely. Be careful not to make too much of an imaginary goal because the effect will be the opposite of what you are looking for: instead of feeling motivated, your team members will feel like they will never complete the task. The goals should definitely be challenging, but realistic.

4. Identify **commitment levels** for team members. In this step, it is important to define who does what.
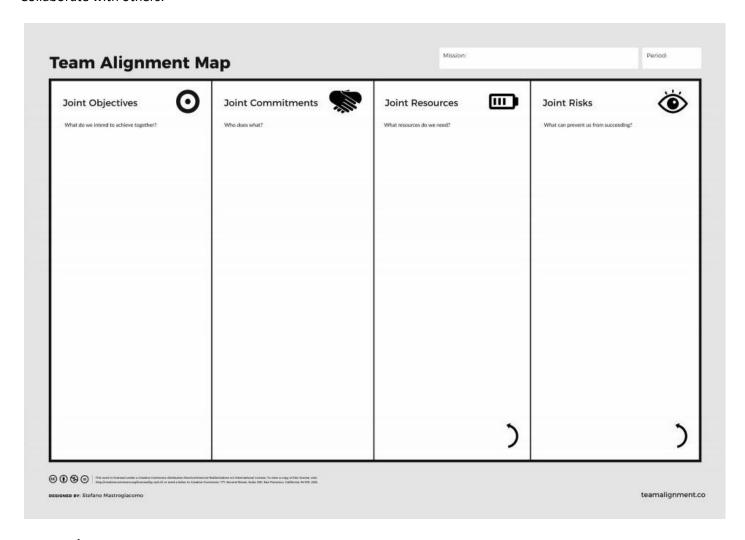
5. For **joint resources**, it's important to find out what resources do we need?

6. **Joint risks** – It can be very helpful if you write down all the potential risks that you need to prevent.

7. Describe how to deal with **the biggest risks** by creating new goals and commitments.

8. Describe **how to address resource** constraints.

9. Set **joint dates and validate them**.

For more information about teamwork, we invite you to review our course IV.1 - Interpersonal Skills, topic 6: Collaborate with others.

Team Alignment Map

Mission: Period:

Joint Objectives ⊙	Joint Commitments 🤝	Joint Resources 🔋	Joint Risks 👁
What do we intend to achieve together?	Who does what?	What resources do we need?	What can prevent us from succeeding?

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Expected outcomes

*   Students will learn how to use Team Alignment Map, and they will learn how to reduce stress and pressure on team members during business idea development.

This activity can be used in other (module, course, topic, lesson)

Interpersonal Skills, topic 6: Collaborate with others.

DIGICOMP (Competences developed): *Evaluating data, information and digital content, Collaborating through digital technologies*

ENTRECOMP (Competences developed): *Creativity, Mobilizing others*

ANNEX:

DIGCOMP	ENTRECOMP
1. INFORMATION AND DATA LITERACY 1.1 Browsing, searching and filtering data,information and digital content 1.2 Evaluating data, information anddigital content 1.3 Managing data, information and digitalcontent	1. IDEAS AND OPPORTUNITIES 1.1 Spotting opportunities 1.2 Creativity 1.3 Vision 1.4 Valuing ideas 1.5 Ethical and sustainable thinking
2. COMMUNICATION AND COLLABORATION 2.1 Interacting through digital technologies 2.2 Sharing through digital technologies 2.3 Engaging in citizenship through digitaltechnologies 2.4 Collaborating through digital technologies 2.5 Netiquette	2. RESOURCES 2.1 Self- awareness and self- efficacy 2.2 Motivation and perseverance 2.3 Mobilizing resources 2.4 Financial and economic literacy 2.5. Mobilizing others

2.6 Managing digital identity	
3. DIGITAL CONTENT CREATION 3.1 Developing digital content 3.2 Integrating and re-elaborating digitalcontent 3.3 Copyright and licences 3.4 Programming	**3. INTO ACTION** 3.1 Taking the initiative 3.2 Planning and management 3.3 Coping with uncertainty, ambiguityand risk 3.4 Working with others 3.5. Learning through experience
4. SAFETY 4.1 Protecting devices 4.2 Protecting personal data and privacy 4.3 Protecting health and well-being 4.4 Protecting the environment	
5. PROBLEM SOLVING 5.1 Solving technical problems 5.2 Identifying needs and technologicalresponses 5.3 Creatively using digital technologies 5.4 Identifying digital competence gaps	