

Checklist to ensure a diverse team starts off on the right path

Use this checklist to be sure your diverse team starts off on the right path, thereby increasing the chances of change project success.

	Compile documentation available about the project: charter, scope statement, proposed timeline and budget for completion and other relevant documentation
	Develop a profile for each team member include a photo, experiences, background and hobbies (gather information from team members)
	Take the time, as the change project lead, to learn about the variety of cultures and generations represented on the team
	Develop a variety of activities to enable team members to get to know each other during the time together
	Develop an introductory email to send to each team member along with information about their team mates
	Ensure a collaboration tool to enable for the team to share information, communicate on the project and to share project documentation
	Develop an invitation list for the initial meeting – including core as well as extended team meetings, change project leaders and others
	Delineate what needs to be agreed to on the project, such as processes, procedures, passing work between team members
	Schedule a date and time <i>prior</i> to the change project start date to enable team members to meet each other – face-to-face ideally, virtual if necessary (enable for at least 2 hours together)
	Develop a detailed agenda for the initial team meeting, gathering input from change project leaders/project sponsor