Introduction to the Project Team Guidelines Template

The Project Team Guidelines Template documents the defined set of behavior guidelines that best fit the needs of the project team. It records the behavior guidelines and allows the OCM Practitioner and Project Manager to display the behaviors in a visible location for the project team to review and adopt. These guidelines create the foundation for an effective team and positive working environment.

Instructions and descriptions are provided to help the reader understand each section’s purpose and how to complete it.

Template style conventions are as follows:

| Style | Convention |
| --- | --- |
| Normal text | Indicates placeholder text that can be used for any project. |
| [Instructional text in brackets] | [Indicates text that is be replaced/edited/deleted by the user] |
| *Example text in italics* | *Indicates text that might be replaced/edited/deleted by the user* |

As you complete the template, please remember to delete all instructional text (including this section) and update the following items, as applicable:

* title page
* version history
* table of contents
* headers
* footers

Update the document to a minor version (e.g., 1.1, 1.2) when minimal changes are made and a major version (e.g., 2.0, 3.0) when significant changes are made.

Project Team Guidelines

[Once the Project Manager and OCM Practitioner have identified the behavior guidelines that best suit the needs of the project team, the Project Team Guidelines template should be completed.

In the table below, enter each behavior guideline to which all project team members should adhere. This list should be introduced to the project team, posted in team work areas, and referenced frequently.]

| Team Guidelines |
| --- |
| *Show respect to all project team members* |
| *Support and promote teamwork within the team and with outside resources* |
| *Consider the needs and impacts of your own work on others* |
| *Celebrate each other’s success* |
| *Show respect to all project team members* |
| [identify team guideline] |
| [identify team guideline] |
| [identify team guideline] |
| [identify team guideline] |
| [identify team guideline] |
| [identify team guideline] |