



Ángel
Figueroa
Mayordomo

TEAM PLAYBOOK

Module 2: Make a team plan

1. Set a goal
2. Draw your roads
3. Define your milestones

How to design a high-performing team without spending tons of money on theoretical content and course certificates.



Module 2: Make a Team Plan

MAKE A PLAN

Create an overview of what needs to happen to reach the team's goal.

Set a goal

It should

What you want to achieve as a team?

- ✓ Clear & motivating
- ✓ Relevant & measurable
- ✓ Achievable within a set time

Draw your roads

It should

What are the different types of work that needs to get done to reach the goal?

- ✓ Be needed to reach the goal
- ✓ Have a clear split between them
- ✓ Come together at the end goal

Define your milestones

They should

Write down the concrete deliverables that your team must complete by a given point in time to reach the goal.

- ✓ Be necessary to reach the goal
- ✓ Have a deadline
- ✓ Be written as actions





Module 2: Make a Team Plan

MAKE YOUR TEAM PLAN

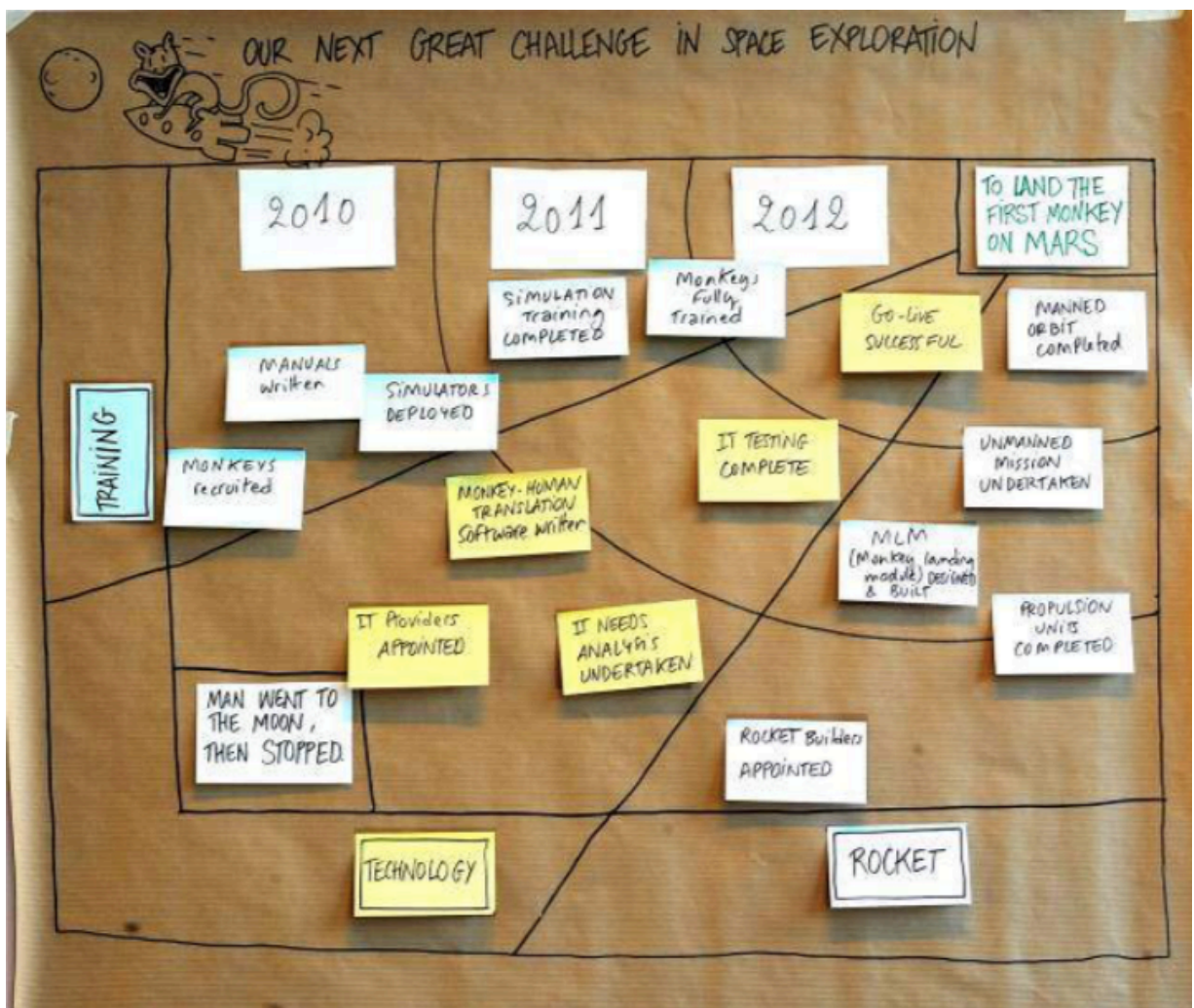
Exercise: You're up. Set a goal, draw the work types to reach it, decide on a timeframe, and place the milestones.

Example: Space Exploration

Plan checklist

A plan for a team looking to overcome the next great challenge in space exploration: land a monkey on Mars!

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Goal? | <input type="checkbox"/> Milestones? |
| <input type="checkbox"/> Work types? | <input type="checkbox"/> Timeline? |





Module 2: Make a Team Plan

Instructions: Team plan content

- ☐ Write you goal at the top of the table
- ☐ Write work types as column headers
- ☐ Write time periods as row headers
- ☐ List milestones in table boxes

Team Goal			
Work type >			
Time Period V	Miletones V	Miletones V	Miletones V





Module 2: Make a Team Plan

Instructions: Continue

- ☐ If you have more work types, then add them as column headers and list the milestones below
- ☐ If you want to add more steps to your timeline, then add them as row headers and continue listing milestones for the different work types

Work type >			
Time Period V	Miletones V	Miletones V	Miletones V