# **MDE Implementation Tools, Guidance & TemplatesTeam Governance “Lite”**

Version 4.0 (August 2023)

The purpose of this document is to outline how a **small, informal team[[1]](#footnote-2)** will work together to accomplish a defined effort (“the work”).  Please read the instructions below. If assistance is needed, please the Office of Strategic Planning, and Implementation at MDE-OSPI@michigan.gov.

*Once the template is filled out, remove this front page.*

## **Instructions**

1. Description/Purpose – Provide a summary of the work that needs to be completed and the rationale behind why this work should be completed at this time based on information from the [Defined Effort Approach document](https://stateofmichigan.sharepoint.com/%3Aw%3A/r/sites/MDE-SPT-MDE-Implementation-Tools/_layouts/15/Doc.aspx?sourcedoc=%7B7167FF8F-4036-454F-89C8-0EE8E7CF6F45%7D&file=Defined%20Effort%20Approach%20Document.docx&action=default&mobileredirect=true).
2. Expected Outcomes - Identify the anticipated results that will be accomplished as this work is completed.
3. Team Responsibilities – categorize the responsibilities that this team will be accountable to complete including how notes will be captured for the team.
4. Team Norms – outline the expected behaviors that the team should demonstrate as they work together to complete the defined effort.
5. Decision-Making for the Team – explain how decisions will be reached within this team
6. Communication Protocols – complete the communications table by identifying the audiences that need to receive communications (connecting work identified in the [Defined Effort Approach Document](https://stateofmichigan.sharepoint.com/%3Aw%3A/r/sites/MDE-SPT-MDE-Implementation-Tools/_layouts/15/Doc.aspx?sourcedoc=%7B7167FF8F-4036-454F-89C8-0EE8E7CF6F45%7D&file=Defined%20Effort%20Approach%20Document.docx&action=default&mobileredirect=true)), who will send the communications, what is the intent of the communications (what outcomes are you hoping to fulfill), the method for communicating and how often the communication mode should occur.It is highly recommended that teams develop their *Communication Plan*which can be found in the [MDE Communication Guidance](https://stateofmichigan.sharepoint.com/%3Aw%3A/r/sites/MDE-SPT-MDE-Implementation-Tools/_layouts/15/Doc.aspx?sourcedoc=%7B632B643A-601F-40F4-AA77-B75AE09DA183%7D&file=MDE%20Communication%20Guide.docx&action=default&mobileredirect=true) document at this stage of implementation. Meeting Protocols and Membership – identify the members of the team and describe how meetings will be conducted.
7. Meeting Protocols and Membership – identify the members of the team and describe how meetings will be conducted.
8. File Management (Location and Naming Conventions) - identify the location that will be used (SharePoint, OneDrive, Google Drive, etc.) to store team documents and files.

# **Team Governance**

## **Description/Purpose**

## **Expected Outcomes**

## **Team Responsibilities**

## **Team Norms (personal commitment)**

**Decision-Making for the Team**

## **Communication Protocols**

| Audience | Sender | Intent | Method | Frequency |
| --- | --- | --- | --- | --- |
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## **Meeting Protocols and Membership**

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## **File Management (Location)**

1. Consists of a number of members from 3-8 [↑](#footnote-ref-2)