Team Structure Worksheet

Use this worksheet to establish who is a part of each of your teams.

Write in your team members' names on the lines under the appropriate team below. You can use this worksheet to remind yourself of the important players throughout your implementation process and to schedule meetings accordingly.

CORE TEAM	LEADERSHIP TEAM	ADVISORY TEAM	IMPLEMENTATION TEAM
The team that is responsible and accountable for putting together the plan and driving the project forward day to day	High-level decision-makers who authorize key decisions, provide budgetary approval, and whose alignment is important for wide-scale success	A group of advisors for the Core team to consult for perspective and guidance and ensure the team's decisions and leadership proposal are strategically sound	Close-to-the-ground teams in impacted departments who will be informed of the plans and ultimately carry out the day-to-day process of implementation