|  |  |
| --- | --- |
| Activity: Implementation Team  Working Agreements or Terms of Reference | **Text  Description automatically generated** |
|  | |
| Implementation Teams use Working Agreements to provide clarity about the work of the team, help the team stay ‘on mission’ and orient new members. Use this activity with your team to organize and articulate Working Agreements. | |

### Instructions:

### Review the components of a Working Agreement and strategies for completing the tool.

1. Review the materials in the [Implementation Teams Overview](https://implementation.fpg.unc.edu/resource/implementation-team-overview/). Consider the functions and competencies of an Implementation Team. In what ways are they embedded in a Working Agreement?
2. Who should be involved in developing and refining your team’s Working Agreement?
3. What are ways to get ‘buy-in’ for creating a Working Agreement? How will you gather feedback and support for developing and using an agreement?
4. Using the chart and guiding questions on the next page, fill in the specifics for the components of a Working Agreement for your organization or project.

|  |  |  |
| --- | --- | --- |
| **Potential Working Agreement Components** | | |
| **Component** | **Guiding Questions** | **Potential WA Components** |
| **Vision** | What’s the overarching vision for your team? Does this align with your organization’s vision? |  |
| **Goals and Objectives** | What are the main purposes of the team? |  |
| **Scope and Boundaries** | What are the expectations of the team’s responsibilities? What boundaries exist related to their roles or functions? |  |
| **Roles and Responsibilities** | Who participates and in what ways? |  |
| **Communication Protocols** | How does this team communicate internally? How does this team communicate with other teams or entities? How is communication facilitated and how often? |  |
| **Resources available to the project** | What resources are available to support the work? What resources are important to document in the Working Agreement? |  |
| **Authority** | Over what decisions or processes does the team have authority? What are the limits of the team’s authority? |  |
| **Deliverables** | What are expected deliverables of the team and its members? |  |
| **Implementation Plans** | Are there specific stage-based activities related to implementation components that should be included in the Working Agreement? |  |