**TEAM WORK PLANS: EVALUATION CRITERIA**

A good work plan that is clearly communicated and shared by all team members is essential for effective teamwork. Here are the criteria by which your work plan will be evaluated.

* + - **Comprehensive**. The plan covers all necessary activities to produce a high quality output on time.
    - **Actionable**. All activities are defined using a verb-noun combination (do library research; write first draft of report; and so on) so the action to be taken is clear.
    - **Measurable Outputs**. The output or "deliverable" from each activity is clearly defined and is measurable. (For example, the output of library research may be a written summary to be shared with the team or simply an oral report to bring everyone up to date on the results of an activity).
    - **Realistic Deadlines**. All deadlines are achievable and support the final project deadline.
    - **Accountability**. The plan clearly assigns responsibility for activities to be performed and everyone knows who is responsible for what.
    - **Fairness.** The assignments are fairly distributed to all team members so no one person has to carry a heavier burden.
    - **Leverages Strengths**. The distribution of activities leverages the strengths of individual team members.
    - **Support**. There is a plan to help and support team members who are struggling with their part of the assignment.
    - **Contingencies**. There is a contingency plan for things that might go wrong.