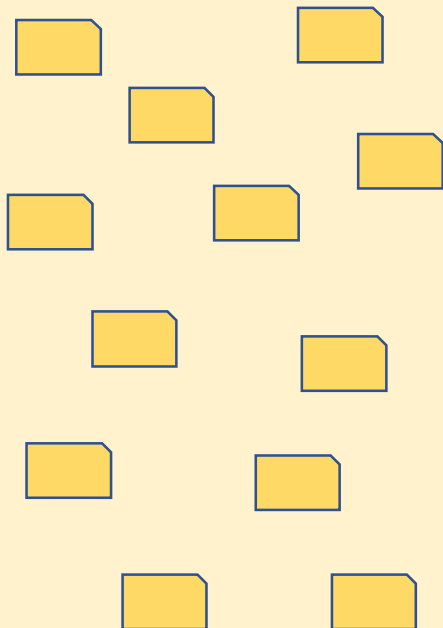# Get your team ready
Clarification of processes, responsibilities and communication / technology – template

Processes & tasks

Brainstorm the processes that you need. What needs to be done in the team to perform as a team and to achieve your goal?

Collaboration & communication tools

Gather and note down the technologies to which you all have access, especially those with which you might already have had good experiences

Technology / Tool:

Agreed team processes

We have suggested a few standard processes here. Please check whether you require more. Agree as a team and align responsibilities and collaborative tools

Name

Meeting planning

Tec-Tool

internal

Communication

external

Workload management

Name

Archiving & documentation of results

Tec-Tool

Maintenance of technology

HOOU