

# Team Contract Instructions



## WHAT IS IT?

The Team Contract is a canvas to build more psychological safety in the team by co-defining and sharing team rules. Principles of collaboration are discussed as a team, both in general or temporarily for a project team for example.

### Key benefits

- Make values explicit — share ideas, principles, and shared beliefs as tangible behaviors.
- Set the rules of the game — set clear expectations by applying a fair process.
- Minimize conflict — prevent unnecessary conflict and a reference point in case of noncompliance.



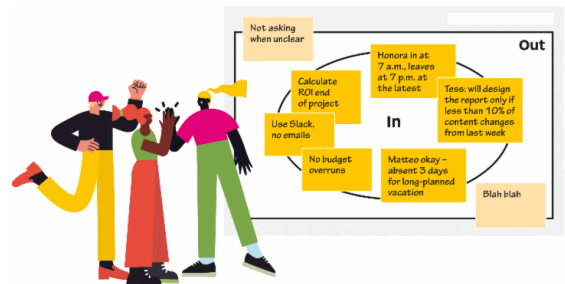
## HOW IT WORKS

Ensure all the team members involved or all the key stakeholders (in the case of a project) are present and answer to the following questions:

1. What are the rules and behaviors that we want to abide by in our team?
2. As individuals, do we have preferences for working in a certain way?

Recommended steps:

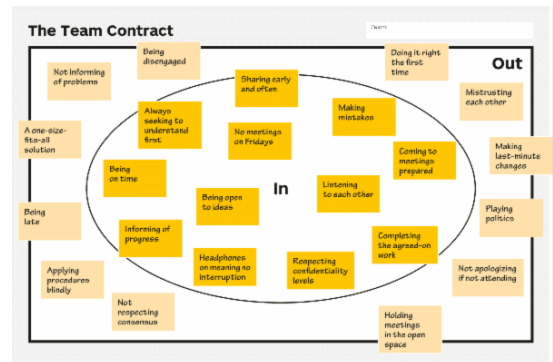
1. **Frame:** announce the scope of the Team Contract (team or project)
2. **Prepare:** ask every team member to respond individually to the two trigger questions in terms of possible ins and outs (5 minutes).
3. **Share:** allow each participant 3 minutes to present and share their answers on the poster.
4. **Consolidate:** open a team discussion to react, adapt, and consolidate all the content (approximately 20 minutes).
5. **Validate:** end the meeting when participants mutually agree on the Team Contract.



## EXAMPLE

What's typically In and Out? Team Contracts are unique for each team, expect a variety of different answers. The trigger questions invite team members to position on topics covering:

- attitudes and behaviors,
- decision-making (priorities management, governance, responsibilities),
- communication (in particular, meeting management),
- the use of other tools and methods,
- disagreement and conflict management,
- relationships with other teams and departments,
- team rewards in case of success, and so forth.

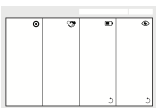


## WHEN TO USE IT

Team Contracts are generally created:

- at the beginning of projects,
- when new teams are formed,
- when new talents join an existing team, or
- when radical changes require the team to reboot its operating mode.

## WORKS WELL WITH



The Team Alignment Map, a rapid co-planning tool to align team goals, clarify roles, negotiate resources and reduce risks.

## DISCOVER MORE



Excerpt from:  
[High-Impact Tools for Teams](#)  
 by Stefano Mastrogiacomio and Alex Osterwalder  
 5 Tools to Align Team Members, Build Trust, and Get Results Fast  
 Wiley | Strategyzer Series, 2021

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Illustrations by [Severine Assous](#)



DOWNLOAD THE TEMPLATE

<https://www.teamalignment.co/tools>