31272 Project Management and the Professional

Spring 2025

Team Health check

Subject:

Tutorial number:

Tutor’s name:

Name: SID

Issue Date:

Please note that the text in Green in this document is intended to guide and assist you filling the various sections. Please remove Green Text when you finalise your report.

The team health check is an individual report – how is the work progressing? Is the team fulfilling its purpose? Is there anything that needs to be resolved? escalated? Most importantly, Peer evaluation of the team members.

Table of Contents

[1 Update on Team charter 3](#_Toc176439892)

[1.1 Introduction 3](#_Toc176439893)

[1.2 Version Control 3](#_Toc176439894)

[1.3 Why – the reason the team exists 3](#_Toc176439895)

[1.4 What - scope 3](#_Toc176439896)

[1.5 SWOT - Individual 3](#_Toc176439897)

[1.6 Who – roles and responsibilities 3](#_Toc176439898)

[2 Team assessment 4](#_Toc176439901)

# Update on Team charter

What is this document.

## Introduction

What’s included in this document

## Version Control

[fill this in every time you change the content]

| Version | Date | Author | Description |
| --- | --- | --- | --- |
| 0.1 | 24/07/2025 | Dr. Safa | Created the template |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Why – the reason the team exists

Do you know why the team exists? Is it a sensible reason?

*Analyse team dynamics and state how collaboration between team members is occurring.*

## What - scope

*[Do you know what the team is doing?*

*Are there extra assumptions or constraints that you have found?*

*What changed as a result of feedback? Have you rebaselined your plan? How? Why? To what effect?*

*Have you introduced outcome metrics? Do you have an accountability model?*

*Have you defined milestones? Additional milestones? How will they be tracked?   
How will you measure progress against milestones?*

## SWOT - Individual

*Do the SWOT statements need updating? Have they been updated?*

## Who – roles and responsibilities

*Do the roles and responsibilities need updating?*

*Who will do what? Why? How? How will they be held accountable?*

# Team assessment

Please evaluate the group's work for peer review. Use the rating scale and provide specific comments to support your assessment. **Please do not include yourself in the review**.

**This report will remain confidential, and your individual responses and scores will not be displayed to others.**

**Scale**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0** | **1** | **2** | | | **3** | **4** | | | **5** |
| Was absent from Team, no contributions | | |  | Participated only half of the time, some contributions | | |  | Participation went above and beyond the requirement | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student no | Student name | Rating (0 = low, 5 = top) | Reason for rating |
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