The Team Process Review Checklist covers the essential items that need to be in place for launching a team. It is designed to give the team sponsor and team leader a list of essential items that need to be considered at the startup of a team and during the team's life cycle. The team leader and sponsor should review the checklist at their regular update meetings to ensure they are considering the essential items needed for a successful team.

Team Process Review Checklist

	Evaluation Questions:	Yes	No	N/A
1.	Team charter developed			
2.	Team sponsor reviewed charter with team			
3.	Team members selected			
4.	Team leader selected			
5.	Subject matter experts identified for input as required			
6.	Team trained in QI tools and techniques			
7.	Team trained in team and communication skills			
8.	Team meeting schedule developed			
9.	Kick off meeting held with senior management commitment clearly stated			
10.	Team identified comprehensive customer requirements			
11.	Regular team meetings held			
12.	Team minutes published			
13.	Team followed the PDSA cycle			
14.	Team facilitator assigned			
15.	Team created effective data collection plan			
16.	Team set appropriate enabling and outcome measures			
17.	Team engaged in appropriate analysis for data and process outcomes			
18.	Team and sponsor held regular review meetings			
19.	Team completed their assigned project			
20.	Team develop a Gantt chart of key implementation milestones			
21.	Project solution implemented and key deliverables achieved			
22.	Process long term maintenance strategy tested and in place			
23.	Celebration for effective team project completion held and advertised to stakeholders			
24.	Team used data			

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