

## Example of team reflection questions

### Project team reflective questionnaire

The purpose of this questionnaire is to check how well the project team think it is doing in terms of different aspects of the project and team functioning and to identify ways of improving

**Step one** (to be completed prior to the meeting) – score out of 10, where 1 = very well and 10 is extremely poorly

You will be asked to provide a justification / explanation for your score.

Please bring to the meeting to share

**Step two:** (at start of meeting) - As a group share scores. Discuss

As we discuss - List

A) What are we doing well?

B) What needs work

**Step Three:** Prioritise what needs work and action

	Looking Back		Looking forward. – Given the score and the context what do we need to do to how can we maintain or improve this?
	Score	Explanation (brief notes to help with discussion at the meeting)	Explanation (brief notes to help with discussion at the meeting)
Are we (the project team) committed to doing things differently?			

Have we (project team) taken the time to understand the nature of the problem?			
Is there agreement on the nature of the problem?			
Does the project team have the legitimacy to conduct this project			
Do participants seen as experts within their own networks?			
<b>Are we inclusive</b>			
Is everybody that we need to enable co-innovation/change engaging with the project?			
Are they (the above) motivated to change?			
Are people defending entrenched positions?			
Do the participants understand each other's perspectives/needs and interests?			
Are we treating other participants like partners? (Involving/consulting with them in key decisions).			
Is there a feeling amongst the participants that "we are working on this problem together"?			
<b>Process</b>			
Are we (the project team) taking enough time to get each step right?			
Is our process frustrating participants?			
Is our process empowering participants?			

Is our process allowing time for all participants to build trust?			
Are we clearly recording events and decisions?			
Are we clearly reporting back to the various participants?			
<b>Relationships/interactions</b>			
Are historical relationships between participants shifting?			
Is trust between participants improving?			
Are one or two voices dominating discussions?			
Are the participants working towards solutions as a group?			
Are the participants clear on their roles and responsibilities?			
<b>Part 2: Project team (Us)</b>			
Do we have clear roles and responsibility?			
Are we working effectively as a unit?			
Is there a feeling of joint responsibility for success or failure?			
Is the Reflexive Monitor contributing effectively all the time?			
Are we well enough resourced to meet our objectives/goal?			
Are we managing the interactions between participants effectively?			
Do we (the project team) understand the participant's perspectives/needs and interests?			
Will our organisations assist and support us to achieve the objectives/goal?			
Are we confident we can work with others to improve the issue			

Are we comfortable with the time frames we have set ourselves?			
Is our process frustrating?			
<b>Learning</b>			
Are we (the project team) creating an environment for participants to learn (stimulating interactive learning)?			
Are we (project team) learning?			
Do we think the technical group is learning?			
Are we seeking feedback from participants			
<b>Knowledge</b>			
Does the process we have constructed value all forms of knowledge? (i.e., practical, technical, expert etc.)			
Do participants appear to respect each other's knowledge and skills and contribution to the issue?			
Are we learning things which we can transfer to a) Other innovation projects b) other areas within our organisations			
Are our respective institutions facilitating our ability to implement joint solutions?			