Scientific Multiteam Charter

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# Section 1: Multiteam Task Analysis

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| **Overarching Objectives** |
| Strategic Vision (What is our overarching purpose? What do we hope to become? What do we hope to contribute to society?): |
| What key milestones must be achieved along the way to achieve our strategic vision?   * Milestone 1: * Milestone 2: * Milestone 3: * Etc. |
| For each milestone, elaborate on the specific activities that (at least some people) in the multiteam system must complete. |
| Milestone 1: |
| Milestone 2: |
| Milestone 3: |
| Etc. |
| **Multiteam Structure** |
| What component teams/groups comprise our multiteam system? (list the team names and the members of each team if known; note: some people might be members of multiple teams) |
| What will each team contribute? (what are the ‘team-level goals’?) |
| Which pairs of teams need to interact very closely/directly/regularly in order to achieve the overarching strategic vision? |
| Which pairs of teams need to interact less closely (e.g., just to ‘stay in the loop’ or to pass some product from one team to another) |
| How might these patterns of interteam interaction evolve over the course of the project? |
| Who are the ‘point people’ for each component team? (a point person might be the team leader, the team spokesperson, and/or the person designated to interact directly with another team) |

# Section 2: Individual Information

Each member of the multiteam system should fill this out individually (especially PIs/Co-Is, point members of different component teams)

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| Name |
| Your role on the project: |
| Team/group affiliation(s) within the project: |
| Preferred email address: |
| Institution/department/affiliation: |
| Geographic location: |
| Time zone: |
| Content areas/areas of expertise, perspectives (e.g., methodological approaches, statistical analytic approaches, theories, etc.): |
| What do you expect to contribute to this project? |
| Who do you anticipate interacting with regularly as part of this project? (specific individuals and/or groups) |
| What motivates you related to this project? [Please describe your personal and professional interest in this project. In what ways do you hope that this project will help you to achieve your professional goals in the next 5 years? What would constitute “success” for this project with regard to your own professional goals?] |
| Any other background information you would like to share? |

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| --- |
| Name |
| Your role on the project: |
| Team/group affiliation(s) within the project: |
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| Content areas/areas of expertise, perspectives (e.g., methodological approaches, statistical analytic approaches, theories, etc.): |
| What do you expect to contribute to this project? |
| Who do you anticipate interacting with regularly as part of this project? (specific individuals and/or groups) |
| What motivates you related to this project? [e.g., Describe your personal and professional interest in this project. In what ways do you hope that this project will help you to achieve your professional goals in the next 5 years? What would constitute “success” for this project with regard to your own professional goals?] |
| Any other background information you would like to share? |

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# Section 3: Aligning Goals

Objective: Ensure that each person is motivated to contribute to the project by working to align project activities and outcomes with contributing members’ personal/professional goals

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| What are the potential outcomes of this project for individuals? (e.g., publications, patents, recognitions, professional connections, learning opportunities) |
| What publication outlets will be targeted? (can that list of publication outlets be adjusted?) |
| How will credit (e.g., authorship) be determined? |
| How will data be shared (if applicable)? |
| Open discussion: How \*could\* this project help you achieve your personal/professional goals? |

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# Section 4: Establishing Project Management Norms

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| **Diversity, Equity, and Inclusion Norms** |
| How will diversity be encouraged (e.g., through selection, recruitment, retention)? |
| How will leaders ensure equity in decision-making, distribution of opportunities, procedures? |
| How will leaders encourage inclusion (e.g., what strategies will be used to establish a psychologically safe and inclusive climate within each team and across the project as a whole?) |
| What are the measurable outcomes related to DEI? How will these be assessed? |
| **Communication/Meeting Norms** |
| Who is responsible for scheduling meetings? |
| How often will the leadership team meet? |
| Who should be included in the leadership team meetings/announcements? (e.g., component team leaders, key grad students, lab coordinators etc.) |
| How often (and for what purpose) will other groups or pairs of groups meet? |
| How often (and for what purpose) will the entire multiteam system meet? |
| Which platforms will be used for communication and collaboration?   * For quick instant messaging? (e.g., slack) * For virtual meetings? * For intensive collaborative work/writing? * For sharing and saving large files? * For project wide announcements? |
| How often (and in what format) will “after-action” reviews (debriefs) be conducted to evaluate progress and consider strengths and weaknesses of our current collaboration practices? |
| What are our values with regard to meeting timing (e.g., start/end on time, ‘give back’ time when possible)? |
| **Positive Teamwork Climate** |
| How will we ensure that contributing members feel supported? |
| How will we encourage positivity and resilience within and across teams? |
| **Performance and Conflict Management** |
| What are key indicators of success? |
| How will we track the contributions of individual contributors and different groups? Who is responsible for monitoring performance? |
| How will team members be rewarded for exceptional performance? |
| What would constitute unacceptable performance for a member of this project? At what point would a member be removed from the project? |
| What processes and procedures will we establish to ensure that conflicts are managed effectively? |

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# Section 5: Anticipating Interteam Frictions

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| What is our level of **goal discordancy?**   * Low: Different teams have similar priorities and compatible goals * Medium: Different teams have some variance in priorities and some compatible goals * High: Different teams have dissimilar priorities and incompatible goals   *If med/high - how will we work to address these differences?* |
| What is our level of **competency separation?**   * Low: Different teams possess very similar knowledge and capabilities * Medium: Different teams possess partially overlapping knowledge and capabilities * High: Different teams possess very different knowledge and capabilities   *If med/high - how will we work to address these differences?* |
| What is our level of **norm diversity between teams?**   * Low: Component teams are governed by very similar policies (e.g., tenure requirements) and have very compatible expectations regarding the ‘way things work’ * Medium: Component teams are governed by somewhat similar policies and have somewhat incompatible expectations regarding the ‘way things work’ * High: Component teams are governed by very different policies and have incompatible expectations regarding the ‘way things work’   *If med/high - how will we work to address these differences?* |