District/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Working Smarter - Team/Committee Map**

**Use the Working Smarter Worksheet to complete the next steps:**

**Step 1:** Identify ALL Current Teams/Committees (discipline, instruction, climate, school improvement, parent support, etc.) & list in 1st column

**Step 2:** Identify purpose/goals, outcomes, target audience, staff involved and meeting schedule for each team/committee & list in 2nd -6th columns

**Step 3:** Identify which District/School Strategic Plan Goal is supported by committee efforts & note in 7th column

**Step 4:** Review your summary and make note of gaps, areas of overlap, duplicated focus, efforts & people...

**Step 5:** Based on your summary, is there need to **modify? Eliminate? Combine?** What teams/committees can be **aligned and integrated** to support everyone’s efforts towards the Strategic Plan and mission?

**Step 6:** Using this current map of teaming structures, identify the need for a new team or expansion/modification of existing team to fulfill goals of Strategic Plan. (See below table)

| **District/School Level**  **Team/Committee** | **Purpose and Goals Supported** | **Measurable Outcome(s)- Data-Based** | **Target Group** | **Staff Involved** | **How often?** | **Strategic Plan** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |