[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11970&utm_source=template-word&utm_medium=content&utm_campaign=Team+Work+Plan-word-11970&lpa=Team+Work+Plan+word+11970)**TEAM WORK PLAN TEMPLATE**

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| --- | --- | --- | --- |
| PROJECT TITLE |  |  | |
| Title | | | |
| PROJECT DURATION |  |  | |
| MM/DD/YY - MM/DD/YY | | | |
| PROJECT OVERVIEW |  |  | |
| Describe the project overview. | | | |
|  | | | |
| TEAM OBJECTIVES | | | |
| OBJECTIVE 1 | | | |
| TEAM RESPONSIBILITIES | | | |
| List the team members who are responsible for this objective. Specify their roles and contributions. | | | |
| ACTIVITIES | | | |
| Describe the tasks or activities your team must perform to achieve this objective. | | | |
| OUTCOMES | | | |
| List all the expected outcomes or deliverables related to this objective. | | | |
| OBJECTIVE 2 | | | |
| TEAM RESPONSIBILITIES | | | |
| List the team members who are responsible for this objective. Specify their roles and contributions. | | | |
| ACTIVITIES | | | |
| Describe the tasks or activities your team must perform to achieve this objective. | | | |
| OUTCOMES | | | |
| List all the expected outcomes or deliverables related to this objective. | | | |
| TEAM COLLABORATION | | |
|  | | |
| COMMUNICATION CHANNELS | | |
| MEETINGS | Specify the frequency and format of your team meetings. | |
| MESSAGING PLATFORMS | List your preferred communication platforms. | |
| COLLABORATION TOOLS | Specify your tools for sharing documents, tracking progress, etc. | |
| TEAM COORDINATION | | |
| TASK ASSIGNMENT | Specify the frequency and format of your team meetings | |
| DEADLINE MANAGEMENT | List your preferred communication platforms | |
| FEEDBACK MECHANISM | Specify your tools for sharing documents, tracking progress, etc. | |

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| NOTES |
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| Additional notes, reminders, or specific instructions. Include any specific team guidelines or resources. |
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