

Guideline: Tasks of a team leader

In our international work group we are sharing roles and thus every member of the group can take the role of a team leader when working on the project. The assumption is that the person that was acting as a team leader in previous project should give the priority in selecting team leader at the next project.

The tasks of a team leader are as follow but not limited to (not a must but a recommendation):

a. start the team-project

1. Agree with the team members the roles, responsibilities, methods of communication i.e. who would send documents for each topic in behalf of ICV-members of the team, who would write the protocols, how to share the documents, etc.
2. Define the project requirements and a schedule (>> guideline project management)
3. Try to define as fast as possible possible dates / time / duration for face-to-face-meetings and Skype-meetings.
4. Get the Skype-adresses of all team-members, define a Skype-group and test skyping with all team-members (>> guideline Skype).

b. ensure good team-results

5. Initiate sub-groups or sub-teams as appropriate to resolve issues and perform tasks in parallel.
6. Provide status reporting of team activities against the schedule.

c. pay attention to the team-communication process

7. Ensure deliverables are prepared to satisfy the project requirements and schedule.
8. Send invitations for face-to-face meeting two weeks and days before the meeting. Send invitations for the Skype-meetings one day and 15 minutes before the meeting.
9. Moderate the discussion during all (Skype- as face-to-face-) meetings. Collect feedback after each call / meeting what could be improved.
10. Encourage your team members to participate in each agreed call / meeting and to deliver the input data on time (at least one day before). Keep the team focused and on track.
11. Ensure discussions and decisions lead toward closure.
12. Demonstrate your committment that the other team members could follow. Serve as a focal point to communicate and resolve interface and integration issues with other teams

c. co-working and team-coordination

13. inform the head of the international work group time by time about your team-results
14. Escalate issues which cannot be resolved by the team

We wish your team a succesful project work !

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