Team Preparation Worksheet

1. What strengths do you have relative to this project? (Check all that apply.)
   ___ Above-average writing ability
   ___ Above-average information-finding/research skills
   ___ Above-average computing skills
   ___ Above-average visual design/graphic design skills
   ___ Above-average leadership or management skills
   ___ Other (Describe):__________________________

2. What would you most like to learn from this project? (Check all that apply.)
   ___ Improve writing speed
   ___ Improve writing skills
   ___ Improve editing skills
   ___ Improve research skills
   ___ Improve data analysis skills
   ___ Improve PowerPoint skills
   ___ Improve other computer skills
   ___ Improve visual design skills
   ___ Improve management skills
   ___ Other (Describe):

3. What is your level of commitment to the project? (Check the one that best applies.)
   ___ I plan to get an A on this project and will make whatever sacrifices are necessary.
   ___ I want an A but am limited in the time/effort I can dedicate to the project.
   ___ I will be satisfied with a B on this project.
   ___ My goal is simply to receive a passing grade on this project.

4. What scheduling issues or other commitments do you have that might interfere with this project?

5. What concerns do you have about your skills or abilities that might affect how your team views your performance on this project?

6. Would you like to negotiate an agreement with the team that assigns you less responsibility for the project in exchange for a lower grade?

7. In your opinion, what does this team have to accomplish to make this project a success?