

# Activity 3.4

## Implementation Teams

### Creating Team Alignment with Terms of Reference

Implementation Teams use Terms of References (ToR) to provide clarity about the work of the team, help the team stay 'on mission' and orient new members. Use this activity with your team to organize and articulate a ToR.

### Instructions

#### 1. Review the components of a Terms of Reference and strategies for completing an agreement

- Review the materials in Module 3. Consider the functions and competencies of an Implementation Team and ways they will be embedded in a ToR. Add your notes here.
  
- Using the chart and guiding questions on the next page, fill in the specifics for the components of a ToR for your organization or project. Add your notes here.

## Potential Terms of Reference Components

Component	Guiding Questions	Potential ToR Components
<b>Vision</b>	What's the overarching vision for your team? Does this align with your organization's vision?	
<b>Goals and Objectives</b>	What are the main purposes of the team?	
<b>Scope and Boundaries</b>	What are the expectations of the team's responsibilities? What boundaries exist related to their roles or functions?	
<b>Roles and Responsibilities</b>	Who participates and in what ways?	
<b>Communication Protocols</b>	How does this team communicate internally? How does this team communicate with other teams or entities? How is communication facilitated and how often?	
<b>Resources available to the project</b>	What resources are available to support the work? What resources are important to document in the ToR?	
<b>Authority</b>	Over what decisions or processes does the team have authority? What are the limits of the team's authority?	
<b>Deliverables</b>	What are expected deliverables of the team and its members?	
<b>Implementation Plans</b>	Are there specific stage-based activities related to implementation components that should be included in the ToR?	

