

TOOL DESCRIPTION

Team Canvas



The Team Canvas is a tool that teams can easily use to align, collaborate and gain a better shared understanding of their team goals, roles and values.

The Team Canvas tool provides teams with a map and guideline for engaging in conversation and clarification about key aspects of collaboration. The basic version supports new teams or project kick-offs or can be used when a new member joins the team.







By means of the Team Canvas template, teams are guided through discussions about their objectives, values and working methods. This helps teams articulate their goals and expectations, fostering better communication and understanding among team members.

At the same time, it fosters real-time collaboration, since all members can contribute simultaneously, providing their input, feedback and ideas. This promotes inclusivity and ensures that all members have a voice in the team-building process.

The tool emphasizes understanding and helps to optimize team dynamics. This includes recognizing individual strengths and weaknesses, promoting skill diversity and fostering a positive team culture.

Duration 40–90 min	Participants 2–12 people	Facilitation printout of Team Canvas Template, post-it notes, pens
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Team Canvas | Process

Introduction 5 min 	Agree on goals 10–15 min 	People and roles 10–15 min 	Purpose 10–15 min 	Values 5 -15 min 	Rules and operation 10–15 min 
<p>Introduce the tool as a whole and describe what purpose it serves. Go through each step with the group, encourage them to write their individual answers on post-it notes and put them on the Canvas. Then help them to create a common picture of each aspect. Use timeboxing to ensure that the group stays focused and doesn't get sidetracked.</p>	<p>First, the facilitator asks individuals to state their individual goals and then helps them to agree on common goals as a team:</p> <ul style="list-style-type: none">• What do we want to achieve as a team?• What personal goals do we have? <p>The definition of goals helps team members to focus on a common mission.</p>	<p>Second, all participants are asked to write their names and roles on a post-it note.</p> <p>Perceived roles are immediately shared with each other. This clarifies who has which tasks and ensures that everyone understands their individual contributions to reaching the overall goal(s). If roles conflict, the moderator must make sure that all team members come to agreement on who has which role.</p>	<p>Third, team members are asked to look one step further beyond the common goal and ask why they do what they do. The focus is directed toward why the organization and members do what they do. Again, all team members write down their thoughts on post-it notes. These are shared and discussed if any disagreement arises.</p>	<p>Next, the shared values and principles are outlined. This promotes a positive team culture and sets expectations for behavior. The results are written again on post-it notes and discussed together.</p>	<p>Finally, the rules and the method of working are defined regarding operation, communication, decision-making, etc. This builds on the previous discussions and serves to clarify what rules and activities the team wants to implement.</p>

Team Canvas | Template

The most important things we should discuss as a team to ensure we can work together productively, happily and without stress.

