

Team Review

This part of the end-of-project review is a team effort. It should be copied into each team member's eportfolio.

1 Evaluate the team proposal

Look back at the requirements in the SPB and think about whether:

- it promotes your enterprise effectively
- it is targeted at the right audience
- you have added adequate comments to explain your proposal (as you won't be able to do this in person)
- you have only included relevant materials
- all the items are effectively linked.

2 Evaluate the team's performance

Think about:

- what you hoped to achieve
- whether you met your objectives
- how well the team plan worked
- how well the team worked together
- whether work was fairly divided amongst team members
- what you did if someone was away or failed to do their share of the work on time
- whether the team chose the right enterprise
- what others had to say
- how you made use of feedback
- what improvements you would make if you had time

Use feedback from others to support what you have to say.