



Organize a Team

STEP 2.1 Form the Project Team

Identify team members who will be focused on the specific problem you have identified and for which you will be implementing a chosen solution. This team should be multidisciplinary, including members from each relevant area of care and administration.

List team members by name and the reason they are a part of the Project Team.

Name	Reason for being on Project Team

STEP 2.2 Select a Team Leader and Facilitator

Identify the roles that each team member should fill based on the definitions below. Typically, there is one team leader and one team facilitator, but you can assign co-leaders or co-facilitators if desired or necessary.

Team Leader – *responsible for representing project, primary decision-maker.*

Team Facilitator – *responsible for monitoring progress, primary documenter.*

Team Member – *a key contributor as a process owner, content expert, or data analyst responsible for implementing specific project activities.*

Role	Name	Expertise
Leader		
Facilitator		
Member		
Member		
Member		
Member		