

Virtual First: Effectiveness Kit

Project checkup worksheet

Give yourself a score for each of the boxes below. Then clarify any answers where you scored "not so much."

? Does your project have	Score it Yes, totally = 2 Kind of = 1 Not so much = 0
A big "why" or purpose?	
Concrete, ambitious goals that you frequently discuss?	
A specific audience?	
A business-critical problem to solve?	
Clearly defined roles for everyone involved?	
An iterative, experimental approach?	
A clear process with agreed-on timelines?	
Well-managed dependencies?	
A connected, well-rested, psychologically safe team?	