

## Team Productivity Template

You can quickly assess your team's productivity by using the basic principles of Pareto's analysis. This will give you a framework of information that you then have to prioritize how you deal with in terms of practical solutions and the current working environment.

### STEP 1 – LIST PROBLEMS & IDENTIFY THEIR CAUSES (most likely)

Dates	Problem that Occurred	Cause of Problem	Is Cause Always the same?
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No

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STEP 2 – IDENTIFY RE-OCCURRING CAUSES & RATE LEVEL OF IMPACT ON PRODUCTIVITY			
Re-Occurring Cause	Number Problems it Created	Which Problem (s) it Created	Rate Level of Impact
1.			HIGH MED LOW
2.			HIGH MED LOW
3.			HIGH MED LOW
4.			HIGH MED LOW
5.			HIGH MED LOW
6.			HIGH MED LOW
Impact on Overall Team Productivity (circle):		HIGH / IMPROVING / ADEQUATE / DECLINING / POOR	

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STEP 3 – GROUP CAUSES BY LEVEL OF IMPACT & A POTENTIAL SOLUTION			
HIGH Impact Causes	Potential Solution	Actions Required & Deadline	Owned By

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<b>MEDIUM Impact Causes</b>	<b>Potential Solution</b>	<b>Actions Required &amp; Deadline</b>	<b>Level of Urgency</b>	<b>Owned By</b>
			<b>HIGH</b> <b>MED</b> <b>LOW</b>	
			<b>HIGH</b> <b>MED</b> <b>LOW</b>	
			<b>HIGH</b> <b>MED</b> <b>LOW</b>	
			<b>HIGH</b> <b>MED</b> <b>LOW</b>	

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LOW Impact Causes	Potential Solution	Actions Required & Deadline	Level of Urgency	Owned By
			HIGH MED LOW	
			HIGH MED LOW	
			HIGH MED LOW	
			HIGH MED LOW	