**3-Day Sprint: Team Intake**

* **Sprint Sponsor, and Point of Contact with host Organisation (Commissioning party)**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Phone  |  |
| Email Address |  |

* **About the Organisation**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| General description |  |
| Invoice Email |  |
| P.O. Number |  |

* **About the Team**

|  |  |
| --- | --- |
| Does team have a name? |  |
| Team Leader  |  |
| Position |  |
| Phone  |  |
| Email Address |  |
|  | Name | Functional Role on Team | Email Address |
| Team Member  |  |  |  |
| Team Member |  |  |  |
| Team Member  |  |  |  |
| Team Member |  |  |  |
| Team Member |  |  |  |
| Team Member |  |  |  |
| Team Member |  |  |  |

Team high-level Function and Purpose – e.g. contribution to/ impact on organisation’s objectives

|  |
| --- |
|  |

* **About the Project or Work Area in Focus**

|  |  |
| --- | --- |
| Does this team’s identified Project have a name? |  |
| How long is this team formed? |  |
| Description of Project / work area |  |
| Team Context – What are the key challenges and/or opportunities this team faces?  |  |
| How will success be measured? *E.g. Are there any key milestones associated to the project/work area?* |   |

NB. Please feel free to attach any relevant additional information.

* **Moving to Action**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Sprint 1 | Sprint 2 | Sprint 3 |
| Agreed dates/ time |  |  |  |

* **Check List:**
* Agreed technology for communication (Zoom, MS Teams etc.)

*Notes:*

* Share Mural Link – dates for communication etc.

 *Notes:*

* Any additional commitments to Stakeholders?

 *Notes*

* Any additional information to follow for/from Stakeholders?

*Notes*