Audit Area	Impact on the team (Low, Medium, High)	Example of undesired behaviors or outcomes (score = 1)	Example of desired behaviors or outcomes (score = 5)	Score (1-5) where 1 = no or low evidence of desired behaviors and 5 = meets desired behaviors consistently.
1. **Missing or unclear Project goals**		• People do not know what they are supposed to do, or tasks make no sense	• Team members can accurately tell you what the project goals are and how their assignments and tasks fit in with the overall project goal(s).	
2. **Unclear roles and Responsibilities**		• Team members are uncertain what each member's role is on the project	• It is clear to team members who is doing what and who is responsible for what. People know who to approach with specific requests.	
3. **Uncertain boundaries and accountability**		• People are not taking responsibility for the right aspects of the project; they are not holding themselves accountable for the outcomes.	• Processes that cross over to other functions or geographies remain efficient since it is well documented and understood by all who participate in the process and interface with each other along the way.	
4. **Decision Making is slow or ineffective**		• Teams may be making the right decisions, but in the wrong way. Decisions are not made timeously; project delays are one of the results. Decisions do not appear to be based on facts or knowledge but seem to be random at times.	• No progress delays due to long waiting periods while waiting for decisions to be made. • Decision-making is transparent - based on available facts and established project processes and policies.	
5. **Risks are not managed**		• The team is unaware of potential risks that could impact project success and are not actively engaged in risk avoidance or mitigation.	• The team regularly reviews the list of identified and categorized/quantified risks and evaluates the level of risk and possibility that each could occur. • The team takes action to avoid or mitigate risks.	
6. **Insufficient performance feedback and information**		• Performance is not being measured; team members are in the dark about how things are going with team deliverables and results. • Everyone knows there are people on the team not pulling their own weight and the situation remains unaddressed causing demotivation and dissatisfaction in the team.	• Every team member has set project goals to achieve and receives regular feedback on how well they are doing in that regard. • Everyone has opportunities to ask for feedback or support in achieving their set goals for the year/project duration. • Everyone understands how the achievement of personal and/or team goals relate to the overall success of the project or team.	