

**TEAM PROTOCOL REVIEW TEMPLATE**

|                        |                                |
|------------------------|--------------------------------|
| Name                   |                                |
| Job Role/Title         | Team Leader for Bounce Fitness |
| Workplace/Organisation | Bounce Fitness                 |
| State/Territory        |                                |

**A. ALIGNMENT OF ESTABLISHED PROTOCOLS AND IMPLEMENTATION**

**At least two areas where the feedback aligns with the documented protocols**

**Assessor instructions:** The student must identify at least two areas where the feedback aligns with the documented protocols.

This means that the team's experience or performance is consistent with the established protocols discussed at the start of the project.

Sample answers are provided below:

1.  
Scheduled virtual meetings are consistently followed.

2.  
The use of video conferencing tools is effective and aligns with our documented practices.

**At least two areas where the feedback does not align with the documented protocols**

**Assessor instructions:** The student must identify at least two areas where the feedback does not align with the documented protocols.

This means that the team's experience deviates from the expected outcome of the protocols established.

Sample answers are provided below:

1.  
Inconsistent updating of tasks in the project management software by team members.

2.  
Lack of regular training sessions for the virtual tools used, leading to varying levels of familiarity and efficiency among team members.

## B. STRENGTHS AND AREAS OF IMPROVEMENT

**At least two strengths of the protocols implemented**

**Assessor instructions:** The student must identify at least two strengths of the protocols implemented.

This refers to the positive areas that demonstrated success and effectiveness in line with the goals.

Sample answers are provided below:

1.

Consistent adherence to scheduled virtual meetings.

2.

Effective use of video conferencing tools for clear and efficient communication.

**At least two areas of improvement based on the feedback received**

**Assessor instructions:** The student must identify at least two areas of improvement based on the feedback received.

This refers to the aspects of the implemented protocols that did not meet the expected outcome and require adjustment or change.

Sample answers are provided below:

1.

Ensuring regular updates to tasks in the project management software by all team members.

2.

Providing regular training sessions on the virtual tools to enhance familiarity and effective usage.

## C. RECOMMENDATIONS

|                             |   |
|-----------------------------|---|
| <b>Areas of improvement</b> | <p><b>Recommendation to address areas of improvement</b></p> <p>[Approximate word count: up to 30 words per recommendation]</p> <p><b>Assessor instructions:</b> The student must include at least one recommendation to address EACH area of improvement.</p> <p>This refers to the adjustment or changes to be done to the existing protocol.</p> |
|-----------------------------|---|

|   | Sample answers are provided below:  |
|---|---|
| <p>1.</p> <p>Ensuring regular updates to tasks in the project management software by all team members.</p>            | <p>Implement a protocol that requires mandatory weekly updates to the project management software by all team members.</p>                    |
| <p>2.</p> <p>Providing regular training sessions on the virtual tools to enhance familiarity and effective usage.</p> | <p>Schedule quarterly training sessions to ensure all team members are proficient with the virtual tools and any new features or updates.</p> |

END OF TEAM PROTOCOL REVIEW TEMPLATE