

## Leadership Check List

Weight		Score	Comments
<b>Sees Big Picture</b>			
	Contributes to project, <b>Helps other team members to contribute more effectively</b>	____	
	Completes project component(s) assigned by group; answers inquiries about other member's work	____	
	Perceives project responsibility as own; helps other team members understand their responsibilities	____	
	Always respectful of other team members; sets example for other team members	____	
	Attends every meeting; provides flexibility and available when asked	____	
<b>Takes Leadership in Project Management</b>			
	Ensures group stays on track/meets deadlines; when not on track suggest reasonable alternatives	____	
	Divides work responsibilities among group members; helps to resolve potential conflicts regarding responsibilities	____	
	Able to solve group problems; makes suggestions for improvement	____	
	Facilitates group decisions	____	
	Can articulate the "end product" to other team members; ensures other team members can articulate "end product"	____	
	Reviews work of other team members, Able to provide solutions to improve	____	
	Can articulate how each team member's component(s) contribute to whole project; helps other group members to do the same	____	
	Critiques draft(s) of project; provides helpful suggestions for improvement	____	

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Weight		Score	Comments
<b>Communication</b>			
	Communicates effectively with other team members; Provides additional communications to other team member when needed	_____	
	Responds to correspondence in a timely manner; ensures all members are responding to inquiries	_____	
<b>Content/Knowledge Skills</b>			
	Understands his/her component of project Helps with understanding	_____	
	Understands each component of project Helps with understanding	_____	
	Understands how components fit together; gets the "big picture"; helps with understanding	_____	
	Provides helpful feedback to improve project; ensures feedback is being acted upon	_____	
	Can answer questions about other team member component(s); proactively seeks understanding of group	_____	
	Can complete all component(s) of project; <b>suggests</b> additional relevant component(s) to make even better	_____	
<b>TOTAL</b>		0	