10 QUESTIONS FOR JOINT LABOR-MANAGEMENT PROJECT
TEAM START-UP

1. What is the purpose of the committee? What are the union interests for the joint committee, what are the management interests for the joint committee, what are the overlapping interests?

2. What decision-making authority will the committee have?

3. What resources are available to help this committee accomplish its tasks? What authority source does this committee have within the organization (union and management) to allocate the available resources?

4. What will be the size of the committee? How will the committee seek special expertise on specific subject matters?

5. What specific roles will members of the team have? How long will committee members serve?

6. Will meetings be held on work time?

7. With whom is this committee expected to communicate while it is doing its tasks?

8. What procedures will guide the way we work together? Examples: groundrules, documentation of meetings, co-chairs, scribe, timekeeper, how will the group make decisions?

9. How will the group communicate a consistent message to constituents? (individual & joint communications)

10. How will the committee measure and track progress?