

# Cross-Functional Team Workflow Checklist

## 1. Initiation

- Define project objectives and scope
- Select team members from all relevant functions
- Establish key roles and responsibilities
- Set communication protocol and meeting schedules

## 2. Planning

- Break down project into actionable tasks
- Set timelines and milestones
- Assign tasks to appropriate team members
- Identify dependencies and risk factors
- Align on shared tools and documentation methods

## 3. Execution

- Hold regular check-in meetings
- Track progress against milestones
- Address blockers and reassign tasks as needed
- Encourage open communication and feedback

## 4. Review

- Review deliverables as a team
- Test outputs and validate results
- Gather feedback from stakeholders
- Document lessons learned

## 5. Closure

- Finalize all project documentation
- Celebrate successes and recognize contributions
- Archive resources for future reference
- Debrief as a team for continuous improvement