

10 QUESTIONS TO IMPROVE CROSS-FUNCTIONAL TEAM MANAGEMENT

1. Is there clarity on roles and responsibilities?
Task: Write down each team member’s role and key responsibilities. Share this with the team to ensure alignment and avoid overlaps.
2. Are team goals clearly defined and shared?
Task: Define the shared goals for the project. Break them into measurable objectives and communicate them to all team members.
3. Is there a clear decision-making process in place?
Task: Identify who is responsible for making decisions in each domain (e.g., product, design, engineering). Document and communicate this hierarchy to prevent bottlenecks.
4. Are communication channels effective and agreed upon?
Task: Evaluate the tools and channels used for team communication (e.g., Slack, email, meetings). Set guidelines for when and how to use each.
5. Are there regular check-ins to align on progress?
Task: Schedule weekly or bi-weekly cross-functional meetings to review progress, resolve blockers, and adjust plans as needed.
6. Are conflicts resolved constructively and promptly?
Task: Establish a process for resolving conflicts (e.g., mediation or escalation protocols). Ensure team leads are equipped to handle disputes constructively.
7. Are milestones and deadlines realistic?
Task: Review the project timeline with all teams. Adjust unrealistic milestones based on input from product, design, and engineering leads.
8. Is feedback shared openly and constructively?
Task: Create a feedback culture by implementing regular review sessions where team members can share constructive input. Use frameworks like “Start, Stop, Continue.”
9. Are tools and processes aligned across teams?
Task: Audit the tools and workflows used by each team. Standardize where possible to ensure smooth collaboration and visibility.
10. Are lessons learned documented and applied?
Task: After each project, hold a retrospective to document lessons learned. Share the insights across teams and apply them to improve future collaboration.

Summary Table:

Question	Status (Yes/No/In Progress)	Next Steps
Clarity on roles and responsibilities?		Create a roles and responsibilities matrix.
Shared team goals?		Break goals into measurable objectives.
Decision-making process?		Communicate decision-making ownership.
Effective communication channels?		Define channel usage for teams.
Regular progress check-ins?		Implement weekly or bi-weekly check-ins.
Constructive conflict resolution?		Train team leads on mediation techniques.
Realistic milestones and deadlines?		Reevaluate and update project timelines.
Open feedback culture?		Conduct “Start, Stop, Continue” sessions.
Aligned tools and processes?		Audit and implement tool alignment.
Lessons learned documented?		Create and share a “Lessons Learned” doc.