Subject line – ***Sustaining the TMP with our team using the My Team application***

Hi everyone,

We are going to take our use of the TMP to a new level and use the My Team application to look at how we are performing on the (insert title) project. The My Team application provides short reports from each of us regarding our perspectives of how we are performing on this project using the Types of Work Model. When we have completed the use of the My Team application we will have better alignment regarding next steps in moving this project forward effectively.

1. Each of us will complete the My Team application and save it (See previous email about sharing application data).
2. We will share the results with everyone on the team involved
3. Individually we will review each person’s shared My Team report and you will determine what work function from the Types of Work Model needs more focus and specifically what that focus should be
4. Our next team meeting will be a focused discussion on the My Team results and our perspectives on what our next steps should be to effectively move forward..

Our next team meeting is (insert date) so have steps 1 – 3 all done by then.

Just in case you don’t have access to your online TMP resources I have asked TMS Americas to resend your access email on (insert date).

Remember the Pacing application is in your Online Activity Center:

1. Sign into your TMP HUB
2. Click your Online Activity Center
3. Look for the My Team application and click.
4. Complete and save. There is a short video near the top right of the application that explains how to use it and provides a bit more information if wanted/needed.
5. Share your completed My Team report with the rest of the team involved.
6. As others share their report with you, review the results and come prepared to discuss your ideas for next steps at our team meeting.

If you need a reminder about accessing, saving and sharing the Pacing report click here for a short video.

Our next team meeting should be interesting!