



# Team Management

## Team management:

### **MOCHA\* it out:**

The MOCHA framework will help you assign ownership to the different roles that your team will play as you execute on a task. At minimum, every task should have an owner and an approver (sometimes, the owner and the approver may be the same person).

#### **M: Manager**

This is the person who makes sure the work gets done, and is willing to jump in if the team is falling behind or needs support. If multiple people are working on a given project or task, the manager works to set expectations, keep them on track, give them feedback, and steward the work forward.

#### **M: Manager**

This is the person who is primarily responsible for doing the task or work of a project at hand and is ultimately responsible for the success/failure of the work. There can only be one owner!

#### **C: Consulted**

This person advises and provides feedback. This is a more common role on more complex projects, or tasks that require specific expertise.

#### **H: Helper(s)**

This person assists the Owner in doing a task / executing on a project. They play a supporting role.

#### **A: Approver**

This person is responsible for signing off on the final product / authorizing a task or project before it is shared with another team or the public. The final step in your process is to make sure your facilitators and participants show up, prepared with everything they need to be successful during the event.