

Structuring taskforce teams

Workstream/thematic based structure

Teams are divided based on processes, themes or deliverables, for example, budget package team, action plan team, legislation team

✔ Benefits:

- Teams structured around deliverables – clear focus and accountability

⚠ Downsides:

- Potential for gaps and overlaps – work may be missed if it doesn't fit neatly within a workstream, and teams may duplicate work, especially in stakeholder consultation and governance.
- Can lead to siloes and lack of collaboration

🏆 Tips for success:

- Have a coordinating strategy and project management team to ensure alignment and consistency between teams and deliverables. This team can also coordinate collaboration opportunities between the other teams



Your team structure should be flexible as work progresses; you may need to transition between these two approaches

Function based structure

Teams are divided based on clear functions, for example, research and policy team, governance and secretariat team, stakeholder engagement team, communications team

✔ Benefits:

- Sets up teams that can service and support the entire taskforce
- Roles and responsibilities are clear

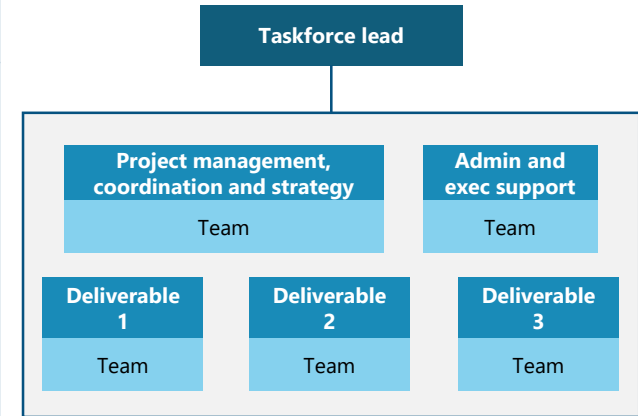
⚠ Downsides:

- Requires buy-in and trust from staff and leaders that teams can effectively deliver their roles
- May lead to unequal distribution of work across teams – some teams will experience higher loads than others

🏆 Tips for success:

- Be flexible with your staffing – move people between teams as needed to address high workloads

EXAMPLE



EXAMPLE

