

Smitherson Capital Investment Firm

Rules of Engagement and RACI Matrix

Team Roles and Responsibilities

| Role | Primary Responsibilities |
|--|--|
| Business Analyst Lead | Requirements gathering, coordinating meetings, and ensuring requirements are documented. |
| Marketing and Branding Specialist | Works on rebranding, digital campaigns, and client engagement strategies. |
| Technical and IT Analyst | Assesses IT solutions and ensures the feasibility of digital transformation strategies. |
| Project Coordinator and Documentation Lead | Ensures timelines are met, prepares reports, and organizes project deliverables. |
| Client Relations and Research Analyst | Conducts client interviews, and surveys, and analyzes user adoption trends. |

RACI Matrix

| Task/ Deliverable | Project Sponsor (Helen) | Project Lead (Ryan) | Business Analyst Lead | IT and Technical Analyst | Marketing and Branding | Client Relations and Research Analyst | Project Coordinator |
|--|-------------------------------|---------------------------|-----------------------------|--------------------------------|------------------------------|--|------------------------|
| Requirement Gathering and Documentation | I | A/R | R/A | C | I | C | C/I |
| Digital Platform Redesign | I | A | C | R/A | I | I | I |
| IT Infrastructure upgrades and Cybersecurity | I | C | I | R/A | I | I | I |
| Marketing and Branding Strategy Development | I | C | I | I | R/A | C | I |
| Client Engagement and Feedback Collection | I | C | C | I | I | R/A | C |
| Risk Management and Mitigation Planning | I | R | R | C | I | C | C |
| Change Management and Approval Process | R/A | R | C | C | C | I | C |
| Final Project Report and Presentation | I | A/R | C | I | C | I | R/A |

Part A: RACI Matrix

| RACI MATRIX | | | | | |
|--|---------|----------|---------|--------|---------|
| Tasks | Michael | Emmanuel | Prabesh | Amisha | Pramila |
| Capstone Project Distribution | | | | | |
| 1. Rules and RACI | | | | | |
| 1.1 Draft Rules of Engagement | R | A/R | C | I | I |
| 1.1.1 Draft Meeting Protocols | C | A | I | I | R |
| 1.1.2 Draft Communication Guidelines | C | A/R | I | C | I |
| 1.1.3 Draft Roles and Responsibilities | C | A | C | R | I |
| 1. 2 Draft RACI Matrix | I | C | A/R | C | I |
| 1.2.1 Identify Key Tasks for Assignments | I | I | A/C | R | I |
| 1.2.2 Assign RACI Roles | C | I | A/R | C | C |
| 1.3 Internal Review of Drafts | I | A/R | C | I | R |
| 1.4 Finalize & Combine Documents | I | C | A/R | R | I |
| 1.5 Submission | I | R | A/C | I | I |
| 2. Presentation Topic and Learning Objectives | | | | | |
| 2.1 Brainstorm Topic and Objectives | C | C | C | A/R | C |
| 2.2 Draft Business Memo | A | I | I | C | R |
| 2.3 Internal Review and Feedback | A/R | C | C | C | C |
| 2.4 Finalize & Submit Memo | C | I | I | A | R |
| 2.5 Group Meeting with Professor (Pete) | C | R | A | C | C |
| 2.6 Update Based on Meeting | C | A | R | C | C |
| 3. Presentation/ Slide Deck and Video Recording | | | | | |
| 3.1 Design and Create Slide Deck | I | I | C | R | A |
| 3.1.1 Develop Design Concept | A | I | C | R | C |
| 3.1.2 Create Slides Content | I | A | C | C | R |
| 3.1.3 Incorporate Visuals | I | I | R | A/C | C |
| 3.2 Record Group Video | I | R | I | A | I |
| 3.3 Review and Feedback | R | C | A | C | C |
| 3.4 Finalize and Submit | R | A | I | I | C |
| 4. Individual Assessment and Peer Feedback | | | | | |
| 4.1 Complete Self-Assessment | R | R | R | R | R |
| 4.2 Provide Comments on Group Presentation | R | R | R | R/A | R |
| 4.3 Offer Peer Feedback | R | R | R | R | R |
| 4.4 Submit Individual Assessments | R/A | R/A | R/A | R/A | R/A |

Part B: Rules of Engagement

The purpose of this contract is to establish clear expectations, roles, and responsibilities among team members to ensure the successful completion of all group assignments and projects in the 'Capstone Project' course.

Team Meetings

Weekly meetings will be held on Wednesday at 2:00 - 2:45 PM virtually. Members unable to attend must notify the team at least 24 hours in advance and review meeting notes if absent. The Leader for each assignment will draft and distribute the agenda 24 hours before meetings and facilitate discussions to keep meetings focused and productive.

Communication and Collaboration

WhatsApp will serve as the primary communication platform, with Google Meet/Microsoft Teams for meetings. Documents will be managed in Google Docs. Members must check messages daily and respond promptly. Members must arrive on time, be prepared, and actively engage in discussions. Assigned tasks should be completed before meetings to ensure progress.

Professionalism and Conflict Resolution

All members will maintain a respectful, inclusive, and professional environment. Communication must be professional and solution focused. Disagreements should be resolved diplomatically through open discussion. If unresolved, they will be escalated to the Lead and, if necessary, to the Professor/Instructor.

Assignment Deliverables and Deadlines

All assignments and project tasks must be completed by the designated deadlines. A draft submission must be prepared at least 24 hours before the official deadline to allow for group review and final edits. Team members assigned will review, proofread, and provide feedback to ensure quality and consistency.

Responsibilities

Tasks will be distributed equally among team members to ensure a balanced workload.

| Team Member | Primary Responsibilities |
|-------------|--|
| 1 | Draft Rules of Engagement, brainstorm presentation topics, coordinate slide deck design. |
| 2 | Lead Rules of Engagement, Ensure quality control, manage communication, oversee team coordination. |
| 3 | Lead RACI Matrix, monitor workload distribution, facilitate task alignment |
| 4 | Draft Business Memos, contribute to slide content, integrate visuals, and support document reviews. |
| 5 | Draft communication guidelines, consolidate documents, lead slide deck design, and oversee final submission. |

Time Management

Meetings will start and end on time. Members must adhere to agreed deadlines and communicate proactively if challenges arise.

Accountability & Commitment

Each team member is accountable for their assigned responsibilities as outlined. If a member encounters difficulties, they must promptly communicate with the group to seek support. Commitment to teamwork, reliability, and high-quality contributions is expected from all members.

Feedback

Constructive feedback will be provided respectfully and received openly to improve the project's quality.

Acknowledgment & Agreement

By signing below, each team member affirms their understanding of and commitment to these Rules of Engagement, ensuring a collaborative, professional, and productive team dynamic.

| Team Member | Signature |
|----------------------|------------------|
| Prabesh Rai | P.R |
| Emmanuel Amoah | E.M.A |
| Michael Ajeboriogbon | M.A |
| Amisha Shrestha | A.S |
| Pramila Poudel | P.P |