

Plugged In

Steve Carroll, Brandon Coutts, Garry Cronyn

Group 2 - Team Charter

Tuesday May 15, 2014

Version History

| Ver # | Reviser | Revision Date | Approval Date | Reason |
|-------|-----------------------|---------------|------------------|----------------------------------|
| 5 | Group | 5/20/2014 | 5/20/2014 | Final Approval |
| 4 | Garry Cronyn | 5/18/2014 | | Edit Availability |
| 3 | Steve Carroll | 5/18/2014 | | Edit Availability |
| 2 | Brandon Coutts | 5/16/2014 | - | Case Area Assigned & Minor Edits |
| 1 | Brandon Coutts | 5/15/2014 | - | Document Creation |

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Time Line, and Relevant Deadlines

May – 2014

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------|---------------------|-------------------|-----|----------------|--------------|--------------------------------------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 Classes Begin | 13 | 14 | 15 Add/Drop | 16 | 17 |
| 18 Discussions | 19 | 20 Charter Due | 21 | 22 | 23 | 24 Business Case |
| 25 Discussions | 26 Memorial Day | 27 | 28 | 29 | 30 Exam 1 | 31 Infrastructure & Scope Plan |

June – 2014

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------|------------------------------|-----|-----|-------------|-----|----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 Discussions | 9 | 10 | 11 | 12 | 13 | 14 WBS & CGGA6 |
| 15 Discussions | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 Exam2 | 27 | 28 |
| 29 Discussions | 30 Withdrawal Deadline | | | | | |

July – 2014

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------|-----|-----|---------------------------------|-----|-----------------------|--------------------|
| | | 1 | 2 | 3 | 4 Independence Day | 5 CGGA7 & CGGA8 |
| 6 Discussions | 7 | 8 | 9 | 10 | 11 | 12 CGGA9 |
| 13 Discussions | 14 | 15 | 16 | 17 | 18 | 19 CGGA10 |
| 20 Discussions | 21 | 22 | 23 FINAL - 3 & Group Project | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

August – 2014

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|------------------------|-----|
| | | | | | 1 Last day of class | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 Grades Due | 9 |

Document Requirements

Congratulations! You have been hired as a consultant to work with a new client called Cypress Gardens Golf Academy (CGGA). The objectives of your first assignment are to realize a specific area within the CGGA case to work on throughout the course and to make contact with your team members teams for completing the various CGGA assignments. Your instructor will assign you to a team and also assign your team an area - see Announcements for the Excel spreadsheet that contains this information. You will rotate the position of Project Manager from week to week. The first name on the spreadsheet that references you team will be the Project Manager (PM) for CGGA Assignment 1. In addition, you are responsible for submitting an Accountability Form (or lose points) with each assignment. The form lets your TA know who did what and how long they spent on a task. The PM should spend their time organizing and assigning tasks for the week's assignment. I will Post the Accountability Form on Piazza.

- **Team Name** - You should come up with a name for your team. This will give you an identity. Make it professional and attractive - a name that someone will WANT to hire for this type of consulting work.
- **Case Area Your Team Will Work On** – The case areas found on this Web site include: Tee Time Management, Golf Instruction (Lessons), and Pro Shop.
- **Team Members** - Please list the names of your team members and their phone numbers and email addresses. This will provide a directory for your team later on.
- **Agreed Upon Meeting Times** - You and your team should compare schedules so that you can agree on a time or set of times that allow you to meet as a group to work on these assignments. If you discover any conflicts, you should reevaluate whether you should be a team. You may want to think about using a software collaboration tool or other available technology to help reduce the dependency on same place/same time meetings.
- **A List of Team Rules and Expectations** - In the past, you probably have all worked with at least one other person. As a team, share some of those experiences and discuss whether those experiences were positive or negative. Based upon your discussion define a set of team rules and expectations. For example, how should the team resolve conflicts? What happens if someone misses a meeting? Two meetings? Three? etc.? How will the team deal with someone who does not contribute equally? Each member of your team should agree to these rules. Do not take this lightly. You may also want to discuss and document how the team may change its charter if needed later on.
- **A Code of Ethics** - A project team has a responsibility to themselves and to their client or sponsor. You may want to start by developing a list of values that you and your team members feel are important. Based upon that list, develop a statement or itemized list that summarizes those values to guide your team's ethical behavior.
- **Signatures** - Each member of your team should sign the team charter. This will indicate that each member has read, understands, and agrees to the rules and expectations of the team.

Case Area

The Pro shop of Cypress Gardens Golf Academy

Description

The Pro shop of Cypress Gardens Golf Academy supplies the best equipment and brands of the golfing world. The shop sells golf clubs, and golf equipment, golf apparel, and golf shoes for all golfers needs. Some of the technology requirements for the Pro shop would be a POS (Point of Sale), servers, and web store for inventory management and sales.

Objective

Consultation work for the Cypress Gardens Golf Academy (herefore referenced as CGGA), on the topic of information technology, and the related fields of project management for their website's [Case Area]. The group will over the course of this semester produce documentation to design and improve CGGA's Pro shop and other relevant technologies as to better communicate with the user, enhance their business interactions, and improve efficiency of business operations. [Team Name] will provide the following services: project management requirements, acquisitioning and sourcing, technology integration, project management, testing, quality assurance, and organizational communication.

Members & Contact Information

- Steve Carroll
 - Email: Scarroll@knights.ucf.edu
 - Phone: (407) 617-7232

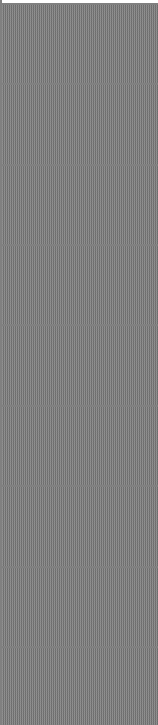
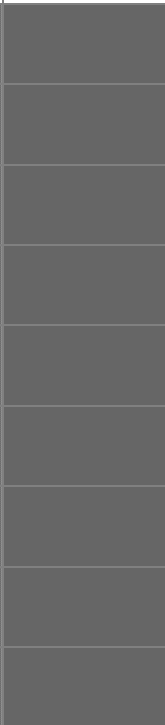
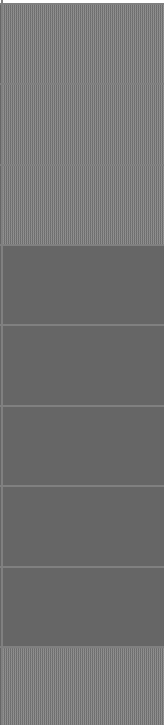
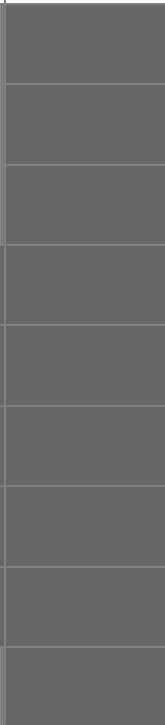
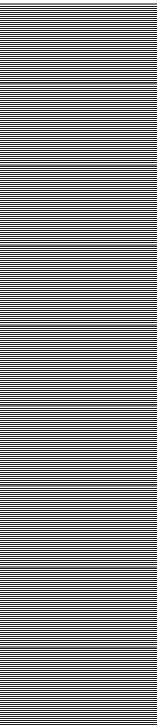
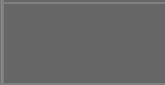
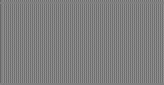
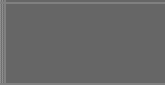
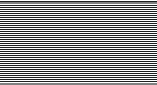
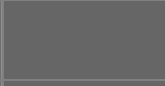

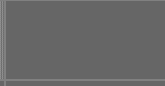
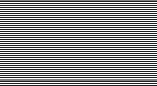
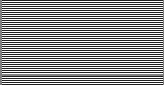



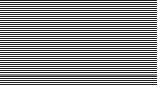
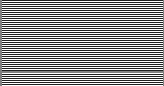



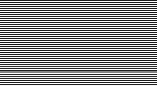
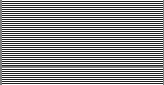
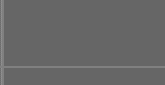
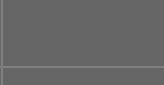
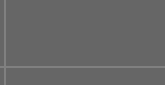
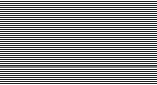
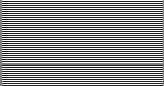



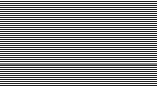
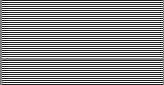



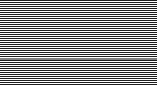




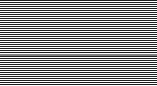



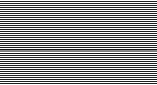

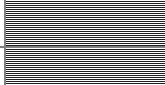

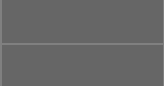
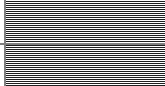

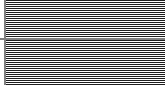

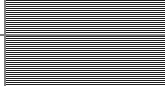

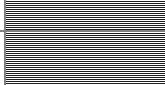
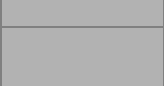
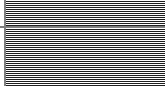


- Brandon Coutts
 - Email: Carbondonuts@knights.ucf.edu
 - Phone: (321) 652 - 1393
 - Skype: faxfox-bc

- Garry Cronyn
 - Email: Gcronyn@knights.ucf.edu
 - Phone: (407)590-9380
 - Skype: themonaclespy

Availability

Group Availability

Steve Carroll: Brandon Coutts: Garry Cronyn: 

| Hours | Sun | Mon | Tue | Wed | Thru | Fri | Sat |
|-------|---|--|---|---|--|-----|---|
| 8 am | |  |  |  |  | |  |
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Steve Carroll

- **Work:** Monday – Thursday 7:30am to 4:00pm

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Brandon Coutts

- **Work:** Tue, Thurs. 8am to 5pm; Wed 11am to 3pm; **D&D:** Sun. 5pm to midnight

| Hours | Sun | Mon | Tue | Wed | Thru | Fri | Sat |
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Garry Cronyn

- **Work:** Sat. 8am to 6pm; Sun. 11am to 9pm; **D&D:** Thru. 6pm to midnight

| Hours | Sun | Mon | Tue | Wed | Thru | Fri | Sat |
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Rules & Expectations

Rules

1) Editing the charter:

- a) This document more of a guideline, and will not change after due date.

2) Meetings

- a) Will be held weekly, at a chosen location by the Project Manager.

3) Proper sourcing:

- a) All sources must be documented in MLA format, as per the UCF guidelines.

4) Project Manger

- a) The project manager will switch for each assignment according to last name order.

Expectations

1) Communication

- a) The preferred method of communication with be through web courses.
- b) Webcourse communications will be parodied by email.
- c) Phone is primarily for confirmation of rsvp, and the status updates
- d) Skype or similar voice over IP will be used for online sessions

2) Attendance

- a) There will be roughly eight in person/online meetings to finalize, and finish documents.
- b) Attendance is not required but the group member must take efforts to try to attend, efforts include planning a time a meeting can be held as a group.
- c) Should the group be unable to decide a time to meet which all members can present, the group will meet at time which the majority of members can meet.
- d) All meetings need to rsvp'd.
- e) Meetings which, you're late or cannot attend, you please inform a member that is attending the meeting that we can begin the meeting in a timely fashion, without expectations of your arrival.

3) Contribution of Work

- a) Providing your name alone is not sufficient to constitute appropriate work.
- b) While not all work can be divided equally it is expected at least some input be made for the final product.

4) Collaboration

- a) For important collaboration of documents, google docs will be used for both out of session, and in person collaboration software.

Code of Ethics

This group is formed in the interested of CGGA. However the group will operate in the academic ethic's policies of UCF. As an extension, these more narrowly apply to the scope of this project:

Conflict of Interest

Conflict of interest is defined as having multiple interests, which might possibly corrupt the motivation. It is in the interest of this group that you report any conflicts of interest to the group. For example you have another appointment during a scheduled meeting time.

Respect

The group will respect an open exchange of ideas, and encourage each other to engage in thoughtful, meaningful dialogue while refraining from using or acting in a malicious or negative manner.

Discrimination

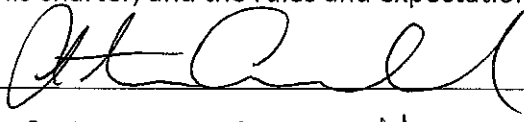
The group will not practice, or condone any form of discrimination as per UCF policy.

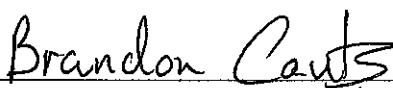
Unethical Conduct of Colleagues

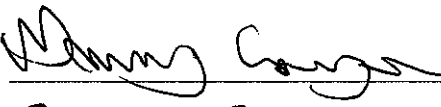
The group should take measures to discourage, and expose unethical conduct of members. Unethical behavior should be resolved by the group, and in the extreme reported in the assignment Accountability.

Signatures

I hereby agree to this charter, and the rules and expectations within.

Signature:  Date: 5/20/14
Printed Name: Steve Carroll

Signature:  Date: 5/20/2014
Printed Name: Brandon Coutts

Signature:  Date: 5/20/2014
Printed Name: Garry Cronyn