**Team Charter**

**ACC BCC Expansion Project**

**American Chemet Corporation**

**145 Highway 282**

**East Helena, MT 59635**

**May/02/2025**

**Table of Contents**

Team Charter Overview 3

What Does the Team Charter Include? 3

Project Specific Information 3

Interpersonal Team Dynamics Information 4

Team Charter 5

**Team Charter Overview**

The Team Charter for the ACC BCC Expansion project serves as the foundation for the project team's work, rules, tools, and behaviors. Through the collaborative development of the charter, the team can establish a shared understanding of the project's goals, scope, and timelines, as well as define individual roles and responsibilities. The charter will help facilitate open communication, effective decision-making, and efficient teamwork throughout the project's lifecycle. It will also provide a framework for addressing potential challenges and risks that may arise. By investing team members in the project's success, the charter can foster a sense of motivation and accountability that will contribute to achieving the project's objectives. Overall, the Team Charter will be essential to ensuring that the BCC Expansion project is completed on-time, on-budget, and to the expectations outlined in the project plan.

**What Does the Team Charter Include?**

The Team Charter for the ACC BCC Expansion Project includes the project's Vision, Mission, and Success Criteria, which define the project's overall purpose and goals. It also outlines the project team's roles and responsibilities, as well as the Rules of Behavior that will govern the team's interactions and collaboration. The charter includes details on the team's communication plan, including regular meetings and updates on task progress. Additionally, the charter sets expectations for decision-making and problem-solving processes, as well as contingency plans for potential risks or challenges. Finally, the charter includes metrics for evaluating the project's success, such as milestones and timelines, and outlines the procedures for reviewing and adjusting the project as needed.

**Project Specific Information**

The project aims to develop and launch a new production plant at their manufacturing facility in East Helena, MT to produce Basic Copper Carbonate powder (BCC). The ACC team is committed to delivering a high-quality product exceeding customer expectation, leveraging the current market demand, and enhancing operational efficiency. Success criteria include on-budget and timely development, high customer satisfaction post-launch, seamless integration of expanded production capacity, compliance with regulations, and effective communication and collaboration among team members and stakeholders.

**Interpersonal Team Dynamics Information**

Team Members:

* Cody Cusey, Project Manager
* Joe B., VP of Production
* Dave L., Manager of Purchasing & Logistics
* Kevin F., Logistics Supervisor
* Beau P., Shipping Coordinator
* Josh A., Production Supervisor
* Kim K., VP of Sales
* Kevin K., Sales Coordinator
* Ryan C., Engineering Manager
* Casey G., Project Engineer
* Chevonne H., Process Engineer
* Dan T., VP of Engineering & R&D
* Brian R., Director of R&D
* Scott D., R&D Technologist
* Kristie B., QA & Regulatory Specialist
* Tom B., Manager of Global & Regulatory Affairs
* Nick P., Maintenance Supervisor
* Wayne S., IS Manager
* Dennis M., IT Manager
* Mark S., CFO

Communication:

* Regular communication channels will be established to ensure effective coordination and collaboration among team members.
* Weekly project status meetings will be conducted, chaired by Cody Cusey, the Project Manager, to discuss progress, challenges, and action items.
* A dedicated communication platform will be utilized for daily updates, quick queries, and document sharing.
* Team members are encouraged to maintain open communication channels and promptly escalate any issues or concerns to the appropriate stakeholders.

Rules of Behavior:

* Respect: Maintain professionalism and foster inclusivity.
* Accountability: Own your tasks and communicate obstacles promptly.
* Confidentiality: Handle sensitive information with care and share only with authorized individuals.
* Timeliness: Meet deadlines and proactively communicate delays.
* Constructive Feedback: Provide respectful feedback for improvement.
* Documentation: Maintain accurate project records for continuity.
* Conflict Resolution: Address conflicts openly and collaboratively.
* Adherence to Policies: Follow company policies and project guidelines diligently.

The team recognizes that effective communication and collaboration are critical to the success of the project. All team members are committed to upholding the values and behaviors outlined in the Interpersonal Team Dynamics Information section of the Team Charter.

**Team Charter**

Project Name: ACC BCC Expansion Project

Vision: Develop and launch a new production facility to produce high quality Basic Copper Carbonate in East Helena, MT.

Mission: Deliver a high-quality, consistent, Basic Copper Carbonate, exceeding customer expectations and enhancing market competitiveness.

Success Criteria:

1. Successful implementation of new production plant.
2. High customer satisfaction ratings post-launch, indicating successful adaptation to market demands.
3. Increased market share and positive industry recognition, positioning ACC as a leader in the Basic Copper Carbonate market.
4. Completion of project milestones within allocated budget and timeline, demonstrating efficient project management.
5. Compliance with industry regulations and data privacy laws, ensuring legal and ethical standards are met.
6. Effective communication and collaboration among team members and stakeholders, fostering a productive work environment.
7. Comprehensive documentation of project activities and decisions, facilitating knowledge transfer and future project continuity.

Project Team:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Responsibilities** | **Phone** |
| Cody Cusey | Project Manager | Oversee project execution and team coordination. | (406) 441-2058 |
| Joe B. | VP of Manufacturing | Analyze project requirements and facilitate communication. | (406) 441-2050 |
| Dave L. | Manager of Purchasing & Logistics | Manage purchases of raw material and process materials | (406) 441-2042 |
| Kevin F. | Logistics Supervisor | Coordinates inbound and outbound deliveries | (406) 441-2052 |
| Josh A. | Production Supervisor | Manage production staff and production deadlines | (406) 441-2033 |
| Kim K. | VP of Sales | Oversee all sales activity | (406) 441-7190 |
| Kevin K. | Sales Coordinator | Handles customer sales and requests | (406) 441-7185 |
| Ryan C. | Engineering Manager | Manages engineering team | (406) 441-2055 |
| Casey G. | Project Engineer | Maintain project documentation and records. | (406) 441-2038 |
| Dan T. | VP of Engineering & R&D | Oversees all engineering and R&D activity | (406) 441-2044 |
| Brian R. | Director of R&D | Oversee all R&D activities | (406) 441-2020 |
| Tom B. | Manager of QA and Regulatory Affairs | Oversee all quality and regulatory activity | (406) 441-2059 |
| Wayne S. | IS Manager | Monitor project performance and optimize processes. | (406) 441-2035 |
| Dennis M. | IT Manager | Oversee all IT installation and activities | (406) 441-2010 |

The Project Manager will facilitate communication between team members and stakeholders.

Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Bill H. S.

President and CEO