

Team Contract

Team Name: Team 1

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
What are our team goals for this project? Conduct a comprehensive risk assessment for Pampered Pets, focusing on both current operations and potential digitization. Assessing the pros and cons of each option Develop skills in risk assessment, mitigation strategies, and comparative analysis. Collaborate effectively to produce a detailed, high-quality report. Make clear recommendations What do we want to accomplish? Provide clear and well-founded recommendations based on best practices in risk management. Ensure our report meets academic and professional standards. What skills do we want to develop or refine? Risk analysis and modeling Development of risk mitigation strategies Professional report writing Project coordination and management
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
Attend meetings Contribute Weekly online meetings Daily updates on outstanding projects (this can be in form of messages on teams) Disclose any issues early

<p>POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?</p>
<p>Preparation for meetings</p> <p>Generating ideas</p> <p>document all procedures and processes to ensure traceability and continuity (Suggest OneDrive via Teams)</p> <p>Feedback for improving work quality if necessary</p>
<p>ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles?</p>
<p>Member 1: Team Coordinator and Analyst for Current Activity Risks. Responsibilities: Overall project coordination and monitoring of deadlines, selection of a risk assessment methodology with justifications, modeling of current risks and threats.</p> <p>Member 2: Mitigation Analyst and Reviewer for Current Activity. Responsibilities: Identification of potential mitigation measures for identified risks, discussion of the effectiveness of mitigation measures for current activity, final review for spelling, style, and citation/reference format, contribution to the writing of the final sections of the report.</p> <p>Member 3: Analyst for Digitization Risks. Responsibilities: Selection of a risk assessment methodology with justifications for digitization, identification of proposed changes for digitization, modeling of potential risks and threats for proposed changes.</p> <p>Member 4: Mitigation analyst and Comparative Analyst for Digitization. Responsibilities: Identification of potential mitigation measures for digitization risks, analysis of the results of both risk evaluations, discussion of the advantages and disadvantages of each approach. Roles can be flexible; we can change subject to experience and knowledge.</p>
<p>CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?</p>
<p>Discuss issues with the team members and provide an opportunity to improve.</p> <p>We can offer to reassign or reduce tasks to allow focus; alternatively, work with a team member with more experience in the subject matter.</p> <p>Reassign tasks if necessary to balance workload and ensure project success. Make collective decisions based on majority or consensus after considering all viewpoints.</p>

Discuss in a team meeting with the member present

Escalate persistent issues to the tutor for further action.

By signing this contract, we confirm that:

- we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contract.
- we agree to abide by the contents of this contract

David Abiodun 05/08/2024

Team member name and date

Mark Collins 05/08/2024

Team member name and date

Ilyas Demirtas 05/08/2024

Team member name and date

IRINA STEPHANIE (05/08/24)

Team member name and date

Team member name and date