**Team Charter for PJM6005: Group 2**

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# Group Members:

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| --- | --- |
| Nanique Gheridian | John DiSessa |
| Dominique Hite |  |

**Purpose of the Group:**

This group has been created to collaborate over the next six weeks on work pertaining to group assignments for PJM6005, Project Scope Management.

**Group Deliverables:**

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| **Week** | **Deliverables** |
| Week 2: | * Team Charter * Team Project Case Selection * Peer Evaluation |
| Week 3: | * Project Scope Statement * Peer Evaluation |
| Week 4: | * Create a WBS * Peer Evaluation |
| Week 6: | * Project Scope-Presentation * Peer Evaluation |

**Group Member Roles and Responsibilities:**

The following **roles and responsibilities** will be alternated between group members on a weekly basis to ensure everyone has the opportunity to perform each role.

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| --- | --- | --- |
| **Project Manager/**  **Group Leader** | **Facilitator** | **Recorder** |
| * Coordinates meetings * Clarifies assumptions and uncertainties. * Acts as liaison to the instructor when required. * Ensures group members are informed of the group’s action plans and that tasks have been delegated accordingly. * Sets deadlines for individual assignments pertaining to group work, group editing, and group assignment submission. | * Track progress on group & course deliverables. * Follow up with group members who have not contributed to the discussion and/or assignment tasks as assigned. * Informs the instructor of non-participating or non-responsive group members. * Schedules Meetings | * Compiles individual submissions to create a cohesive document that is grammatically and technically correct.   *Note: This must be completed with sufficient lead time to provide an opportunity for the group to edit and provide feedback.*   * Submits group assignment prior to the deadline. |

# Contact Information and Availability

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| **Member** | **Phone** | **Email (s)** | **Time Zone/**  **Location** | **Availability** |
| **Nanique Gheridian** | 561-301-9118 | 1) [NaniqueFL@gmail.com](mailto:NaniqueFL@gmail.com)  2) gheridian.n@northeastern.edu | **EST**  **(Florida)** | Mon-Fri after 6:00pm, Sat & Sun flexible |
| **John Disessa** | 978-502-3302 | 1) disessa.j@northeastern.edu | **EST**  **(Boston)** | Mon: 6-9pm  Wed & Thur all day  Fri-Sun: flexible |
| **Dominique Hite** | 757-576-3620 | 1) hite.d@northeastern.edu | **EST**  **(Baltimore)** | Mon-Fri: 6-9 pm  Weekends:  flexible |

# Group Member Background

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| --- | --- |
| **Group Member** | **Experience** |
| **Nanique Gheridian** | * Currently enrolled in MS in Organizational Leadership with a concentration in Project Management * Working as Operations Manager for the School District of Palm Beach County. |
| **John DiSessa** | * Part-time graduate student in CPS for an MS in Analytics * Works as a data manager with R, Excel, Tableau |
| **Dominique Hite** | * Enrolled in the Project Management graduate program * Currently working as Executive Assistant for the Dean of The Johns Hopkins School of Nursing |

# Group Responsibility Rotation Schedule

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Project Manager/**  **Group Leader** | **Facilitator** | **Recorder** |
| **Week 1**  10/31-11/06 | Nanique | Dominique | John |
| **Week 2**  11/07-11/13 | John | Nanique | Dominique |
| **Week 3**  11/14-11/20 | Dominique | John | Nanique |
| **Week 4**  11/28-12/04 | Nanique | Dominique | John |
| **Week 6**  12/12-12/17 | John | Nanique | Dominique |

# Communication Tools and Techniques

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| --- | --- |
| **Teams** | * Communicating and discussing the project * A weekly group meeting set up at 6:30 pm EST each Wednesday |
| **Google Docs** | * Sharing and collaborating on group documents |
| **Group Discussion Board** | * Updating the project status * Notifying the team members to collaborate or review |
| **NEU Email** | * Updating the project status * Notifying the team members to collaborate or review |
| **Text Message** | * Sending messages to notify any changes related to assigned tasks or scheduled meetings when an unexpected emergency occurs. |

# Group Ground Rules & Performance Assessment

* Members are responsible for completing assigned work by the agreed-upon date.
* Members agree to make their best effort to attend every group meeting. If unable to attend members will endeavor to communicate delay or absence as soon as possible.
* Members are expected to respect each other at all times.
* Members are responsible for equally contributing to the group assignment tasks; there should never be an instance where one or more group member(s) carry deliverables.
* Members are responsible for adhering to instructor guidelines as outlined in the course syllabus and Canvas modules.
* Members are responsible for monitoring all methods of communications, i.e, texts, emails etc, during the entirety of this course and responding within 24 hours.

# Decision Making Process

In the instance a decision is required by the group, the group will:

* Define and analyze the problem, as needed
* Identify possible solution(s)
* Implement the solution according to group consensus or majority decision vote
* Decisions will be based on facts and group members will strive for objectivity when possible.
* If the group is unable to reach consensus then the matter will be escalated to the instructor for input and resolution.

**Conflict Management Approach**

During this course, conflicts will be resolved via the following methods:

* When issues arise, they will be addressed immediately with all group members via text, email, or Teams, whichever is appropriate.
* If necessary, a Teams meeting will be scheduled to quickly resolve the issue/problem and avoid miscommunication.
* The group’s ultimate goal will be to achieve positive communication and successful completion of group deliverables.
* Disagreements will be addressed in a constructive and professional manner.
* Unresolved disputes will be escalated to the Instructor for mediation and resolution

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# Team Performance Assessment

Team assessment will be conducted as a group dialogue lead each week by the project manager. The weekly assessments will be compiled and recorded by the recorder based on the criteria listed below:

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| **Criteria** | **Rating *(1 - 5)*** | **Comments** |
| **Project met all requirements** |  |  |
| **Submitted on time** |  |  |
| **Effective communication** |  |  |
| **Effective collaboration** |  |  |
| **Team support *(for project performance)*** |  |  |
| **Deliverable deadlines achieved (drafts/reviews)** |  |  |

**Signature Page**

All group members signing below agree to all parameters and regulations outlined hereto in this document titled ***Team Charter for PJM6005: Group 2***

Nanique Gheridian

Nanique Gheridian 11/09/2022

Dominique Hite

Dominique Hite 11/09/2022

**John Disessa**

John Disessa 11/09/2022