**CS250 Agile Team Charter**

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CS 250 – Software Development Lifecycle

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# CS 250 Agile Team Charter

## SNHU Travel Site

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | The desired value SNHU Travel wishes to achieve is to continue to provide the best possible deals /vacation packages to its customer base. |
| **Mission Statement**  (result to accomplish) | Build a new website for SNHU Travel, which will allow their current and potential clients to access their incredible vacation packages and deals. The website will provide current information on all available packages and related information, including pricing. In creating this website, it is a primary goal to make this information as accessible as possible from the comfort of where the client chooses. |
| **Project Team**  (team members and roles) | Justin Starr – Product Owner, Scrum Master, and Developer. |
| **Success Criteria** | Start date: 01/15/2023  Expected completion date: 02/19/2023  Final deliverable: Criteria for competition or the definition of done in this case should be a completed Travel Agency website for SNHU Travel. The site should be in complete working condition with no known bugs.  Key project objectives: Complete the project in a timely manner. This needs to be accomplished within five weeks prior to the beginning of the next travel season. |
| **Key Project Risks** | Because this project will rely solely on the use of agile methodology, it is important that team members stay within the scope of user stories. While it is important to empower each other and provide flexibility, we must remain focused to ensure a delivered product on time. Lack of communication would be a fundamental risk; therefore, the following guidelines are provided to ensure successful navigation to a completed project. |
| **Rules of Behavior**  (values and principles) | 1. All Team members must work and act in an ethical manner. This team will rely on the Association for Computing Machinery (ACM’s) Code of Ethics and Professional Conduct for further clarification on whether a specific behavior is or is not ethical. 2. In accordance with ethical practices, we would hold ourselves responsible and accountable for our actions. 3. When a mistake is made, take corrective action immediately. Open dialogue with the team via appropriate channels to communicate known errors immediately upon discovery. 4. Maintain professional communication with all team members when expected and as set forth by the team communication guidelines. 5. Respect all members of the team, especially while offering constructive criticism. Such criticism is as much welcomed as it is required to help ensure the needs of the client and what is best for the client are met alongside their expected results. 6. Do not self-doubt. If help is needed, immediately get help. We are all in this together, and the team prospers/fails together as a team. However, success should be considered non-negotiable. 7. We will strive to recognize all team accomplishments. 8. Distractions from any source, such as cell phones, during team meetings should be inhibited. It is critical that this time be used strictly for team communication and for nothing outside the team environment. 9. Always be considerate to the person speaking. Allow others to finish ideas without disruption. 10. Decisions should be made collectively as one unit as often as possible. |
| **Communication Guidelines**  (scrum events and rules) | 1. Attend all daily scrum meetings, which will occur at the time we have all agreed upon, 9:00 a.m. each working day. 2. Meetings should be attended in person unless extenuating circumstances are present in accordance with company policy and procedure. Each team member’s presence is vital to the success of the project’s completion. If additional accommodations can be made to attend virtually, such accommodations must be used, provided the situation allows. 3. Communication should not be limited to the daily scrum meeting. 4. In the event a problem arises that affects any portion of the project, communication should occur at the appropriate levels detailing the problem so that appropriate action can be taken. An immediate review should be considered/actionable to ensure progress towards “done” is not impeded. 5. All team members should never hesitate to reach out for help. 6. Activities/project goals will be updated regularly (at minimum once per day) and made available to each team member to help monitor progress. 7. If changes to the daily team meeting are required, a notification will be sent promptly to all team members. Should the need arise for additional meetings, details will also be provided promptly. 8. Any other communications made, such as via email, should be given prompt attention within a reasonable amount of time. Unscheduled tasks may require prompt attention. 9. All team members must be on-time for all scheduled meetings. |
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**References**

Association for Computing Machinery. (2023). *ACM Code of Ethics and Professional Conduct*.

<https://www.acm.org/code-of-ethics>

Project Management Docs. (n.d.). *Agile Team Charter*.

<https://www.projectmanagementdocs.com/template/agile-templates/agile-team-charter/>