**Project Team Charter – T15**

**Temporary Workspace Management**

**App Project**

**Gr14 Development**

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| --- | --- |
| Industry Partner | TWM Company |
| Primary Instructor | Anjana Shah |
| Product Owner | Kamrun Nahar Liza |
| Scrum Master | Sudeep Manandhar |
| Front End Developer | Rajesh Bista |
| Quality Analyst | Shishir Das |
| Back End Developer | Suvash Sharma |

**Document Revision History**

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| --- | --- | --- | --- | --- |
| **Revision #** | **Date** | **Author** | **Reviewed By** | **Summary of Changes** |
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**TEAM CHARTER**

Team T15 has been formed to complete the ‘Temporary Workspace Management App’ project as a part of Gr14 Development’s contract with TWM company.

**Purpose**

The main objective of the team is to design, architect, and develop a web-based application which will provide an intuitive platform for all related parties involved in renting, booking and client communication for TWM company. The team is also responsible for timely delivery of a well-functioning and efficient solution after necessary testing. The team is also committed to working effectively as a team, by monitoring the process effectiveness of the team, following through on commitments, and helping each other to learn, grow and integrate while maintaining professionalism throughout the process. The team will maintain proper documentation and issue tracking with the assistance of professional project management tools, shared through a centralized cloud-based version controlling system to keep the workflow optimized. The team will use an industry approved task management software for easy access and visibility to the progress of tasks, needs and issues each member. This helps resolve any necessary dependency or roadblock, ensuring timely delivery and provide a smooth team collaboration. Finally, the project objective is to establish a professional software development process in the IT division and make Gr14 Development more capable of delivering similar future projects by efficiently delivering TWM solution project with high satisfaction for all involved stakeholders.

**Background**

This team, guided by the agreement between Gr14 development and TWM company, will develop the web-based ‘Temporary Workspace Management App.’ All the team members are working in various software design, architecture and development roles under the IT division of Gr14 Development.

The application developed by T15 will, in concise manner, provide an efficient platform for proper transaction and communication between the company and the client, saving time and budget for the company while efficiently delivering information and services required by the clients. Our target client bases are primarily the companies that operate in remote-base, fully or partially and individuals working remotely who requires temporary office set-up occasionally or regularly. The target system will be designed with focus on making the process of the client-company interaction and renting system smooth, accurate and intuitive.

This project has been initiated in a unique situation while the world is facing a pandemic of a novel virus outbreak. The whole socioeconomic structure is going through a transition that could add uncertainty to the clients, or the nature of services provided by TWM company or both. It can also affect the development team. T15 must anticipate these special circumstances and keep a risk management plan in place.

**Scope**

This project's scope will include features for:

1. Transactions between the company and the clients, such as booking and renting space and making payments
2. Communication for support and maintenance, such as request for maintenance or utilities management
3. Feedback for further betterment of the business and company-client relationship.

The team is technically and functionally diverse and will work in sync to accomplish these requirements.

**Team composition**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Functional Areas** | **Core Members** | **Support Members** | **Designation (Full-time/ Part-time)** | **Anticipated Time (in Hours)** |
| Project Manager | Sudeep Manandhar | Rajesh Bista | Full-time |  |
| Product Owner | Kamrun Nahar Liza | Suvash Sharma | Full-time | 120 |
| Scrum Master | Sudeep Manandhar | Kamrun Nahar Liza | Full-time | 120 |
| UI & UX Designer | Rajesh Bista | Sudeep Manandhar | Full-time | 120 |
| Front-end Developer | Rajesh Bista | Suvash Sharma | Full-time | 120 |
| Back-end Developer | Suvash Sharma | Shishir Das | Full-time | 120 |
| Quality Analyst & Tester | Shishir Das | Kamrun Nahar Liza | Full-time | 120 |
| Project Consultant | Anjana Shah |  | Consultant |  |

**Team Empowerment**

Team Empowerment Action Plan will be developed as follows:

1. Articulating clear vision and goal of the team to stay focused and keep the team motivated.
2. Providing scope for personal development of the team members by supporting skill development
3. Developing distinct and flexible individual roles and responsibilities in consensus. The team members always have a flexibility to swap their tasks based on interest and expertise when they feel the need.
4. Managing conflict through mutual respect and active listening. In case of dispute, resolution will be developed from the mutually agreeable point to all involved parties.
5. Providing constructive criticism to the team members focusing on their performance, thus allowing their growth.

**Team Operations**

The following team procedures have been defined for the smooth functioning of the team:

**Team Meetings:**

Each meeting will begin with a SPACER (Safety, Purpose, Agenda, Conduct, Expectations):

* Safety: Define emergency exit.
* Purpose: Identify the purpose of the meeting. The team will agree on the deliverables.
* Agenda: The team will generate and agree upon an agenda and will allocate time per item.
* Code of Conduct:
  + Arrive on time
  + Stick to the agenda
  + 3-knock rule: If a team member deviates from the agenda
  + One person speaks at a time
* Expectations: Expectation levels will be set at the beginning of every meeting.

**Decision Making Procedure:**

The Scrum Master will open discussion on the topic, soliciting opinions from the functional champion and all the other members. The team will scrutinize the alternatives and will make a final decision through consensus. If agreement cannot be warranted, decision will made through open voting.

**Team Communication:**

Apart from the meetings, the members will communicate through various means, primarily on electronic and phone mediums, outside of meetings. Prompt responses to messages/queries are expected during the office hours. If a member is unable to deliver as promised, they should advise the team in advance so that alternate arrangements can me made.

**Process Roles:**

Standard process roles for our team are:

* Scrum Master: Ensures agenda is ready, guides team through meeting discussion topics, ensures proper delegation, and summarizes key meeting outcomes and next steps.
* Record Keeper: keeps the meeting minutes.

Additional roles will be added if necessary. Roles are rotated at each meeting.

**Team Performance Assessment**

The team will use following tools to assess the performance of the team:

* 1. Attendance / Participation: Measured through punctuality and active involvement in team processes
  2. Team spirit / Teamwork: Measured through peer feedback mechanism
  3. Productivity: Measured through delivery of assigned tasks on time
  4. Proactiveness: Measured through the number of times the member takes initiative in discussion, need assessment and problem solving
  5. Quality: Measured through the amount of redundancy and bugs in delivered code

**Signature Page**

Kamrun Nahar Liza

Rajesh Bista

Shishir Das

Sudeep Manandhar

Suvash Sharma