# Experiential Project Team Charter

| Team Members | Name: P.Rachelin Sujae<br>E-mail: rachelinsujae@gmail.com<br><br>Name: Okafor Nmesoma<br>E-mail: nmesomaokafor2020@gmail.com<br><br>Name: Ernest Enuagwune<br>E-mail: enuagwune@gmail.com<br><br>Name: Vishnu S<br>E-mail: vishnuputhiyedam@gmail.com<br><br>Name: David Sado<br>E-mail: kingdavi25@gmail.com<br><br>Name: Rachin S R<br>E-mail: sr.rachin@aol.com<br><br>Name: Vivek Grover<br>E-mail: vivekgrover410@gmail.com<br><br>Name: Elochukwu Umeohana<br>E-mail: eloumeohana@gmail.com<br><br>Name: Harale Kishan Rao<br>Email: haralekishan@gmail.com<br><br>Name: Aastha Khanna<br>Email: khannaaastha526@gmail.com |
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| Team Lead | *Name: David Sado*<br>*Email: kingdavi25@gmail.com* |
| Team Members Roles and Responsibilities | **Sponsor Company** – Excelerate<br>**Individual Company Contacts** –Shruti Mishra, Project Coordinator<br><u>WEEK 1:</u><br>**Team Lead** - 1.David Sado<br>**Project Manager** - 1.P.Rachelin Sujae 2. Okafor Nmesoma<br>**Project Lead** - 1.Ernest Enuagwune 2. Rachin S R 3. Vivek Grover<br>**Project Scribe** - 1.Vishnu S |

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| | **WEEK 2:**<br>**Team Lead** - 1.P.Rachelin Sujae<br>**Project Manager** - 1. Okafor Nmesoma 2. David Sado 3. Vivek Grover<br>**Project Lead** - 1. Vishnu S<br>**Project Scribe** - 1. Ernest Enuagwune 2. Rachin S R<br><br>**WEEK 3:**<br>**Team Lead** - 1. Aastha Khanna 2. David Sado<br>**Project Manager** - 1. Vishnu S 2. Rachin S R<br>**Project Lead** - 1. Okafor Nmesoma 2. P.Rachelin Sujae 3. David Sado<br>**Project Scribe** - 1. Vivek Grover<br><br>**WEEK 4:**<br>**Team Lead** - 1. Vishnu S<br>**Project Manager** - 1. Ernest Enuagwune 2. David Sado 3. Vivek Grover<br>**Project Lead** - 1. Rachin S R 2. Ernest Enuagwune 3. Okafor Nmesoma<br>**Project Scribe** - 1. P.Rachelin Sujae<br>_____<br>**Team Lead** - represents team and collaborates, via email and on calls, to minimize communication errors.<br>**Project Manager** - provides guidance and draws out insight from other team members, ensuring that the project execution remains on track.<br>**Project Lead** - responsible for holding the group accountable for meeting deadlines and ensures that the project deliverables are being met.<br>**Project Scribe** - responsible for taking meeting minutes and distributing notes/assignments. Can assist Team Lead in drafting emails and communication between sponsor and group. |
| **Mission, Vision Objectives & Core Values** | *Mission Statement: "To provide executable project plans and recommendations for strategy, accomplishing the specific needs of our sponsor and enabling them to implement positive transformation within their organization"*<br><br>*Execution Strategy:*<br>*1 Understanding Sponsor Requirements:*<br>*Steps: To conduct in-depth analysis and reviewing the sponsor data to uncover and comprehend their individual requirements, issues, and aspirations.* |

*2 Complete Project Planning:*
*Steps:* *To create a precise project plan with specific dates, milestones, and resource requirements. Ensure that the objectives of the sponsor are met.*

*3 Data-Driven Insights:*
*Steps:* *To conduct extensive research and analysis to give data-driven insights to the sponsor. Convert complicated data into useful advice.*

*4 Recommendations for Strategic Action:*
*Steps:* *To develop strategic suggestions based on an in-depth study of the sponsor's industry, rivals, and market trends. Outline the advantages and possible consequences of each item in detail.*

*5 Team's Collaboration:*
*Steps:* *To lead interactions with the sponsor's global team to gather input, polish ideas, and assure alignment. Encourage teamwork to increase the project's efficacy.*

*6 Updates on Progress on a Regular Basis:*
*Steps:* *To implement a strong communication strategy, delivering regular updates to the sponsor on project milestones, difficulties, and triumphs. Maintain openness throughout the process.*

*7 Measurable Results:*
*Steps:* *To establish key performance indicators (KPIs) and metrics to track the success of the recommendations that have been implemented. Assess and report on the project's impact on a regular basis.*

*Vision Objectives for a Collaborative and Positive Team Dynamic:*

*1.Transparent Communication Channels:*

*Objective:* *To create transparent and open communication channels inside the team.*
*Actions:* *Conducting frequent team meetings, promoting input, and ensuring that information is communicated as soon as possible. Making use of collaborative technologies to improve communication.*

*2 .Common Goals and Objectives:*

*Objective:* To align team members with common goals and objectives.
*Actions:* To clearly describe the mission, goals, and individual roles of the team. Encourage a sense of ownership and dedication to common accomplishment.

*3. Making Decisions Together:*

*Objective:* The goal is to promote inclusion in decision-making processes.
*Actions:* Encouraging various ideas, include team members in decision-making, and foster an inclusive workplace in which all voices are heard and respected.

*4 Appreciation and recognition:*

*Objective:* To recognize and celebrate individual and team accomplishments.
*Actions:* Implementing a method for recognizing successes, large and small. Create a culture of thankfulness and acknowledgment.

*5 Continuous Education and Development:*

*Objective:* To create an atmosphere that encourages lifelong learning and development.
*Actions:* Make training, skill development, and information exchange opportunities available. Encourage team members to experiment with new concepts and technology.

*6 Culture of Constructive Feedback:*

*Objective:* To create a culture of constructive feedback.
*Actions:* Encouraging open and honest comments, both positive and negative. Creating a secure environment for team members to communicate ideas for improvement.

*7 Team-Building Practices:*

*Objective:* Team bonding should be strengthened through frequent team-building activities.

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| | *Actions:* Planning and coordinating in-person and virtual team-building activities. Encouraging a spirit of friendship and teamwork outside of work-related responsibilities. |
| Internal Checks, Balances, and Reviews | *Internal Checks, Balances, and Reviews Framework:*<br><br>*1 Alignment of SMART Goals:*<br><br>*Team members are expected to develop and discuss SMART objectives on a regular basis.*<br>*Goals are specific, measurable, attainable, realistic, and time-bound.*<br><br>*Individual goal evaluations are conducted on a daily basis.*<br><br>*2 Check-Ins with the Team on a Regular Basis:*<br><br>*Weekly full team meetings are expected.*<br>*Topics include progress reports, goal alignment, resource requirements, feedback, and forthcoming milestones.*<br><br>*3 Continuous Improvement and Learning:*<br><br>*Weekly learning sessions and constant learning involvement are expected.*<br>*Participation in training and skill development opportunities is measured.*<br><br>*4 Action Items Documented:*<br><br>*Check-in-related action items are documented.*<br>*Completion of documented action items is measured.* |
| Operations:<br>• Assignments<br>• Meetings<br>• Communication Guidelines<br>• Status Updates<br>• Deadlines | *Assignments:* Reviewing the syllabus, creating the Project Plan, drafting the Project Report, delivering the Final Project.<br>*Meetings:* Team will meet every day at 7:30pm IST via Microsoft Teams/WhatsApp. Meeting with sponsor will take place every Tuesday at 7pm via Microsoft Teams/Skype.<br>*Communication Guidelines:* Team Lead will represent team to sponsor; everyone is expected to participate and contribute and maintain collaboration (cc'ing entire team on emails, for example); main channel of communication among team will be email; emails among team members will be responded to within 24 hours, emails between Team Lead and Sponsor will be |

responded to within 48 hours; listen and respect each other's ideas, encourage conciseness

*Status Updates:* Team will provide a weekly status update to client by Tuesday at 7pm. Individual contributions are due by Tuesday at 9am.

*Deadlines: Overall* Project Draft is duration is from December 4th, 2023. Final project is due by January 4th, 2024.

**Week 1:**
**Start date:** Monday, 4 December 2023, 7:38 AM
**Task 1**: Team Charter & Data Cleaning
**Due Date:** Saturday, 9 December 2023, 12:00 PM
**Task 2**: EDA Report
**Due Date:** Monday, 11 December 2023, 12:00 PM

**Week 2:**
**Start date:** Monday, 11 December 2023, 7:38 AM
**Task:** Data preprocessing, dashboard expectation by creating a wireframe for your dashboard
**Due Date:** 18 December 2023, 12:00 PM

**Week 3:**
**Start date:** Monday, 18 December 2023, 7:38 AM
**Task:** Exploring google data studio and create the initial dashboard design
**Due Date**: 25 December 2023, 12:00 PM

**Week 4:**
**Start date:** Monday, 25 December 2023, 7:38 AM
**Task:** Final presentation of dashboard with key findings, insights and story telling
**Due Date: 4** January 2024, 12:00 PM