**Team 7**

**Team assignment 1**

**Team Charter**

**Business Process Engineering**

**Members: Instructor:**

Aaradhy Sharma (001040799) Shannon Pettiford

Riti Ganesh Gawade (001059647)

**Mission & Vision Objectives**

Purpose of the team

The given team’s purpose is to create a collaborative environment to perform task schedules and to create project which fulfilled the desired goal. The team individual should be able to grow as an individual and be able to learn about business processes and engineering. Should develop qualities such as leadership, communication, teamwork etc. team should also be able to learn from its mistake and do improve on feedback given by the professor and TA.

What does "success" look like for the team?

The Success for the team would be primarily to gain not only a satisfactory gate but to be able to learn new skills. And technology as well be able to improve their existing skills, which can help in team future career

principles to guide the team:

Accountability: the team member should be accountable to assign work

Trust: the team members must have trust each other

Support: the team should provide support to reduce bottleneck

Clear communication: the team should follow clear communication among team members

mission statement:

Gain Skills and knowledge from class and provide satisfactory work throughout all assignments and complete the course with good grades.

deadlines and milestones

|  |  |
| --- | --- |
| Milestone | Deadline |
| Team charter | 24 July |
| Leaning principle | August 21 |
| Presentation | August 23 |

Stakeholders Background

|  |  |
| --- | --- |
| Team member | 1 |
| Name | Aaradhy Sharma (001040799) |
| Contact info | [Sharma.aara@northeastern.edu](mailto:Sharma.aara@northeastern.edu) 6232008850 |
| Background | Undergrad CS major, 8 moth Coop Eisai as DevOps and Sysadmin |
| Skills | Power Bi, Alteryx, velero ETP, excel |
| Leadership | Equal collaboration |
| Expectation | Complete all work allocated on time while maintaining the quality of deliverables |

|  |  |
| --- | --- |
| Team Member | 2 |
| Name | Riti Ganesh Gawade (001059647) |
| Contact info | [Gawade.r@northeastern.edu](mailto:Gawade.r@northeastern.edu) 8578679599 |
| Background | Undergrad EXTC, 1 year experience as Manual Tester |
| Skills | Tableau, MS word, MS Excel |
| Leadership | Equal Collaboration |
| Expectations | Completing all the work before the deadline |

What do anticipate *key project*stakeholders need and exp strengths of this team?

Both individuals will play a key role as there backgrounds will help in projects by having different outlook to situations

Team composition:

A team is composed of individuals with different strengths and weaknesses which can help in the development of project work.

total member 2

Team roles rotation schedule.

Both roles will be switched among individuals after each team assignment.

|  |  |
| --- | --- |
| Date | Assignment name |
| July 24 | TEAM: Team Charter Version 2 |
| August 14 | TEAM: Lean Principles |
| August 23 | TEAM: Journey Mapping |

Roles and Responsibility:

|  |  |
| --- | --- |
| Role | Responsibility |
| Leader | Create project vision, organize meetings, and help in the task. |
| Facilitator | Take responsibility of brainstorming, Documentation formatting. And collaborate in task |

Communication Tools and Technique

|  |  |
| --- | --- |
| Tools | Usage and techniques |
| WhatsApp/Cellphone | Will be used for basic communication consisting of informal communication and emergency contact |
| Slack/teams | It will be used to send a formal message and share documents. Schedule meetings. |
| Outlook mail | Can be used to send mail and communicate with TA. |
| Google Docs/MS word | For submitting an assignment like this both individuals can work on documentation at the same time. |
| One Drive | Will create a collaborative folder in one drive so that individual can upload documents and another project file seamlessly and doesn’t have to worry about backup. |

Ground Rules:

1. On-timeline meeting scheduling
2. Attendance at the meeting is compulsory if absent inform another team member in advance
3. Discussion of the division of work should be done in advance to stop issues mid the project
4. Team should try to meet a deadline on time

Decision-making process:

All member of team will collaborate will and initially do brainstorming then reach conclusion and follow a guided path. With leader having the final decision making authority.

Conflict management approach:

Conflict would be managed by:

Writing pros and cons of each approach

Having healthy debate on approach

Consulting with TA and professor for academic advise

Team performance assessment:

|  |  |
| --- | --- |
| Criteria | Score (1 to 10) |
| Task Performed |  |
| Deadline meet |  |
| Quality of work |  |
| Mistakes |  |