

# Project Team Charter

## <Geeazy's Tools>

## <Geeazy>

Industry Partner	Geeazy (Ghufran Tarin)
Primary Instructor	Anjana Shah
Team Manager	Ibrahim Moallim-Ahmed
Team Member	Rezwan Tarin
Team Member	Abdurahman Ahmed
Team Member	Farhan Mohammed Thasleem Mohammed
New Team Member	Henok Mengesha

### Document Revision History

Revision #	Date
Version 2.0	Jan.15.2021

## TEAM CHARTER

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally, it facilitates stakeholder buy in by including key members in the decision-making process and obtaining their concurrence along the way.

The charter includes the following sections:

### 1. Purpose

(Describe the purpose for forming the team and the anticipated outcomes.)

The purpose for this team being formed is to create a multi-platform mobile application for the company Geeazy. This is because Geeazy is a small company at the moment and all they have so far is a website, the Geeazy's tools team felt that if they were to create a mobile application for the company it would reach many more people than the website could due to the fact that majority of people use their phones more than any other device. Another reason as to why this team was formed for this project is to provide a platform where handymen and local contractors can find work, students can find part-time work and customers can find workers for a service they need. Another reason as to why this team was formed to create this application is to increase Geeazy's revenue.

### 2. Background

(Summarize the program or project the team is supporting, state how the team fits within the organizational structure, identify who are the users/customers of the program/project including external customers and stakeholders, and describe special circumstances surrounding the project.)

Geeazy is a company that provides a platform for customers to search for local contractors and handymen and to rate and review them. The mobile application that this team will build will have many more functionalities and services than the website. This team fits within the organizational structure perfectly because the stakeholder and client of this project is the brother of one of the team members and all of the team members are well acquainted with one another, therefore the team's communication levels on this project are very high.

The users of this application are handymen, local contractors, employers, students and customers. Some special circumstances surrounding this project are some constraints

this team will have to deal with, one constraint is a user of the app could create a fake account and trick customers into believing they are real and reliable.

### 3. Scope

(State the scope, mission, and objectives for the project and the team's role in achieving it. This is similar to preparing a mission need statement. Define the high level goals the team must accomplish.)

The requirements and features of this application that are in scope is the app's ability to locate handymen and local contractors, create and update profiles to increase credibility, businesses receiving rates and reviews and handymen and customers bidding over services. The app offers no transaction services for customers. The mission this team has for this project is to complete it prior to the deadline thoroughly and well. The five main services and functionalities this app provides is the login/register page, the upload system where customers post services they need and handymen post achievements they have made and the rating and review system. These are the high-level goals this team must accomplish.

### 4. Team composition

(Identify the functional areas represented, the number of members from each, state who are core [essential] members versus support or advisory members and full or part time designation, and the anticipated time/resources commitments involved over the anticipated duration of the team.)

The three main services and functionalities this app provides is the login/register page, the upload system where customers post services they need and handymen post achievements they have made and the rating and review system.

The team's roles in achieving these services and functionalities are as follows, Farhan and Ibrahim will be responsible for creating the login/register page.

Abdurahman, Rezwan, and Henok will be responsible for the post a project in the system. Henok and Ibrahim will be responsible for the rating/review system.

Farhan, Rezwan, and Abdurhman will be responsible for the Design of the Application.

Whoever's name was mentioned on the task listing will be the primary focus on that task and whoever's name wasn't mentioned will be the secondary focus. The time that will be distributed over each task will go as follows.

The login/register page will be given a duration period of 3 weeks.

The post a project into the system will be given a duration period of 3 weeks.

The rating and review system will be given a duration period of 4 weeks.

The Design of the Application will be given a duration period of 2 weeks.

### 5. Team empowerment

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

Out of all the team members, the one who possess existing authority is Ibrahim Moallim and Rezwan Tarin. We add Rezwan as a authorize manager because he is the brother of the stakeholder and client of this project Ghufran Tarin, therefor Rezwan has a good understanding of the company and their goals and objectives and the services they provide. Otherwise Ibrahim is the primary manager and will be responsible for the day to day tasks of team members. The rest of the team members all share the same level of authority.

## 6. Team operations

(Describe team operational plans. This includes, for example, such activities as the team's decision-making processes, how changes in membership occur should the need arise, plans to establish "ground" or operating rules, handling absence or non-performance, code repository, communication amongst team members, relationships with other organizational entities or teams, logistical support, etc.)

One thing this team values very highly is communication. As long as everyone is communicating with one another on a regular basis and everyone is on the same page, the project will run smoothly. However, if a team member were to suddenly stop communicating with the team for no good reason and stopped working on their tasks, then the team would have to make a decision of whether that member will have to be let go or not. Another rule this team has is whoever is the most skilled at completing a certain task, that team member must be the primary focus when that task is required for the project.

## 7. Team Performance Assessment

(Document key areas of performance needed for team success along with means of measuring progress.)

Some key areas of performance needed for this team's success are in the three main functionalities and services that this team will be focusing on, this is because some of those functionalities are new and are add-ons to the company's services. Therefor the team must do very well in completing them.

## 8. Signature Page

(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

Ibrahim  
Rezwan  
Farhan  
Abdurahman  
Henok