

Team #2 Contract

For

OPIM 5270

Introduction to Project Management

Team Members:

Kajol Anand

Colby Hoffman

Akshay Raj Pallerla

Bala Kranthi Kumar Pasala

Deepa Pasunooru

This document is to serve as a written agreement between all signing parties on the following matters:

1. Roles and Responsibilities

- a. Roles for each team assignment will be assigned using the RACI matrix below.
- b. RACI Matrix can be updated any time with group consent as per deliverable requirement.
- c. When more information arises, a discussion regarding the semester group project is necessary.

2. Team Norms

- a. Each member of the team is required to follow the following team norms:
 - i. Maintain transparency as much as possible.
 - ii. Treat each other with respect.
 - iii. Trust each other.
 - iv. Support each other.
 - v. Team members will practice a consistent commitment to sharing all the information they have.
 - vi. Team members will practice mutual discussions in order to find resolutions for a problem.
 - vii. Promise to come prepared to your meetings and projects so that you demonstrate value and respect
for the time and convenience of others
 - viii. These team norms can and should be updated over the course of the semester.

3. Out-of-class Meetings

- a. Out-of-class meetings will take place at least once a week in order to facilitate communication between group members.
 - i. The first meeting each week will take place every Monday starting at 3:30pm.
 - 1. This meeting time is subject to change due to Kranthi's work schedule.
 - ii. Another meeting will take place directly after class on Wednesday nights where we have an in-person session.
 - 1. These meetings are simply to catch up and will only last approximately 10-15 minutes.

2. In case of an online class, the catchup session may take place over a virtual meeting.
 - iii. An agenda and meeting reminder will be sent out about 24 hours before the scheduled meeting time.
 - iv. Due to unforeseen circumstances, meetings can be rescheduled as long as there is at least 24-hour notice clearly communicated.
 - v. If a group member must miss a meeting, clear communication and a legitimate reason must be provided at least 24 hours in advance.
 - vi. Meetings will start on time every time.
4. Group Contact Information
 - a. A Whatsapp group has been created and phone numbers have been exchanged in order to facilitate communication within the group.
 - b. A Microsoft Teams page will be created in order to organize the group and hold meetings.
5. Deliverable Deadline Etiquette
 - a. Each team assignment will be turned in on time by the person responsible for the assignment.
 - b. Because every situation is different, the person who submits the assignment may not be the one responsible every time.
 - c. The assignment should be submitted as soon as each group member agrees that it is successfully completed.
 - d. Assignments should be turned in by 5:00pm on the day of the deadline at the latest.
6. Project Organization
 - a. Projects will be organized using a specific and unique priority matrix developed for each project.
 - b. Priority and impact will both be assessed in order to determine project organization.
7. Meeting Facilitators
 - a. During each meeting, the group member accountable for that week's assignment will facilitate.
 - b. The Subject Matter Expert for the assignment will take notes during the meeting. This will likely be the accountable or consult person on the assignment.
 - c. Note taker can be a volunteer or can be rotated between group members.

8. Grades

- a. Each group member will strive for an A in this course.

9. Time Available to Contribute

- a. If a member believes they will not have enough time in order to complete their responsibilities, they will provide clear communication as soon as possible and at least 24 hours in advance.
- b. Each group member should attend every meeting.
- c. The catch up meetings after class on Wednesdays will be the time where we will discuss concerns regarding time to contribute.

10. Handling Conflict

- a. We will follow the procedure given by the professor in order to resolve conflict within the group.
- b. Group members will listen to each other.
- c. Group members will attempt to resolve problems with each other first before escalating them to the professor.
- d. Group members can hold conflicting decisions as a vote if necessary.

11. Contacting the Project Sponsor

- a. The accountable group member for an assignment will contact the project sponsor.

12. Helping Other Group Members in Times of Need

- a. If a group member is in need of help, other group members must attempt to spare some extra time for them.
- b. Clear communication if help is needed is crucial.
- c. Group members will speak up if they need help in any way.

13. Using a Group SWOT Analysis

- a. The group SWOT analysis will be used to assign tasks, roles, and responsibilities to different group members according to their qualities, characteristics, and experience.
- b. Use Gallup tool to perform SWOT analysis.

14. Contingency Plans

- a. If a group member is sick, misses a meeting, or cannot contribute for any reason, another group member (primarily the other person responsible for the task) may volunteer to cover their responsibilities.

- i. If the responsible person needs support, refer to section 12 in order to provide help.

Over the course of the semester, new information may arise which may result in necessary changes to this document. All matters included in this document can and should be updated throughout the semester in order to facilitate cooperation and good relationships between team members.

By signing below, you agree to follow the rules regarding each and every matter discussed above until the end of the Spring 2022 semester.

Signatures:

Kajol Anand



Colby Hoffman



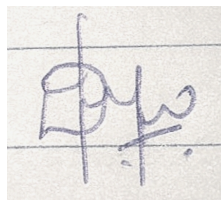
Akshay Raj Pallerla



Bala Kranthi Kumar Pasala



Deepa Pasunooru



RACI Matrix:

Assignment	Kajol	Colby	Akshay	Kranthi	Deepa
Team Contract	C	R	A	C	C
Draft project Charter	A	I	R	I	R
Final project charter	R	A	C	R	C
After action review #1	C	R	A	C	R
Project Update #1	R	I	R	A	I
Gantt chart	C	R	C	R	A
Project Update #2	A	I	R	I	R
FMEA Chart	R	A	C	R	C
After Action review #2	C	R	A	C	R
Project Update #3	R	I	R	A	I
Project presentation draft	I	R	I	R	A
Project presentation final	A	C	C	R	R