Experiential Project Team Charter Template

Team Members	Mukesh Kumar (kumarm_1@rknec.edu) First2 Last2 (email address) First3 Last3 (email address) First4 Last4 (email address)
Team Lead	Mukesh Kumar (kumarm_1@rknec.edu)
Team Members Roles and Responsibilities	*Sponsor Company* – Client *Individual Company Contacts* – Client, Role(s) in Company *First2 Last2* - Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors. *First3 Last3* - Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track. *Mukesh Kumar* - Project Scribe, responsible to taking meeting minutes and distributing notes/assignments. Can assist Team Lead in drafting emails and communication between sponsor and group. *First4 Last4* **-** Project Lead, responsible for holding the group accountable for meeting deadlines and ensures that the project deliverables are being met.
Mission, Vision Objectives & Core Values	*Mission (clear and concise language, providing actionable words that the group can stand for and accomplish):* 'To fulfil the needs of our sponsor through a tangible project plan and recommendations that they can execute in their company' *Vision Objectives (what does success look like?):* We want to work in a collaborative and positive team dynamic. It is the anchor point of any strategic plan. *Core Values:* Integrity, Accountability, Discipline, Respect, Innovation
Internal Checks, Balances, and Reviews	*A team charter is only as effective as the actions that are measured against it, so it's important for the team to spell out how internal checks and balances and reviews will be handled. What is expected of each sub-team and team member, and when? How often are full team check-ins, and what kind of topics should be covered? What are the goals of individual team members and how will they be measured? Consider the SMART goal acronym: Specific, Measurable, Achievable, Realistic, and Time-based.*

Operations: • **Assignments** • **Meetings** • **Communication Guidelines** • **Status Updates** • **Deadlines**	*Assignments*: Reviewing the syllabus, creating the Project Plan, drafting the Project Report, delivering the Final Project. *Meetings:* Team will meet every Monday at 5pm via Microsoft Teams. Meeting with sponsor will take place every Tuesday at 11am via Skype. *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 5pm. Individual contributions are due by Tuesday at 9am. *Deadlines:* Project Draft is due March 25th, Final project is due by April 18th.