**Team Contract**

Being an active member of a successful team is a key competency for a manager. As seen in lectures, essential elements of an effective team are the ability to communicate and interact with other team members to meet the project objectives.

Before starting the team project for this module, it is a requirement that each team agrees the process by which they will work together, make decisions, resolve disputes, as well as a basis for deciding whether all team members’ signatures should be included on an assignment that is being submitted for grading. Therefore, each team member is required to submit a team contract to the relevant drop box on Loop by **the assignment deadline**.

Submitting the Team Contract to Loop indicates that its contents and conditions were agreed with and understood by each team member. Submission of this document is mandatory. Failure to submit by the deadline means that not only will your team receive 0% for this assignment, but it also means that your team is not working effectively, so it is in your team’s interest to make sure that you meet this early requirement.

**What’s in a Team Contract?**

Some basic elements of Team Contracts include:

* A process for establishing leadership, and other roles (Should these roles be defined, should they rotate within the team for different tasks, …?)
* A process for decision-making (majority vote, consensus, …?)
* Consideration of individual strengths and weaknesses
* Agreement on how to document your meetings. This is a basic requirement. Adequate and appropriate documentation will be expected in the event of escalation of any team issue to the module leader.
  + Who will set the agenda, who will keep the meeting to that agenda, who will take notes, ….?
* Agreed norms of performance, attendance, output, timeliness, and so on.
* How to ensure equal and fair distribution of workload
* How to ensure that inputs from all team members get fair and adequate consideration
* Accountability for work submitted
* Sharing contact details – mobile numbers, e-mail addresses, etc.
* Sharing information about planned absence from a meeting, to deal with family issues, or whatever.
* Agreement on the format of documents and presentations, layout, font size, etc.
* Consequences in relation to late work, or work of poor quality, etc.
* A process for amending the current Team Contract

You will need to have a realistic agreement on the level of detail / specificity needed to ensure that everybody is clear about what is to be done, in what format, to what level of quality, by when, etc.

**Why have a Team Contract?**

As seen in lectures, many things can go wrong with teams. Having a team contract is a tool to help teams minimize and avoid more serious issues with the project. Some of the typical things that can go wrong with teams include:

* ‘Social Loafing’, or ‘Free Riding’
  + Where one group member benefits from the group work without contributing sufficiently to that work, or where just two members of the group seem to do all the work
* Quality, Timeliness, Format
  + Work contributed which is incomplete, poor quality, late, in the wrong format, etc.
* Failure to deal with a team issue early on:
  + There is little point in coming to your module lecturer towards the end of Semester to say that the team has not been working well for some months!!
  + So, did your team discuss the issues with reference to the team contract that you signed? Does the code cover the situation that has arisen? Do you need to amend the code? What are you doing initially to resolve the problem within your team?
* No documentation:
  + A dispute based on “He said…”, “she said”…..”
  + Based on fair process we will need evidence to adjudicate between different people in the event of a dispute. You should document your team meetings with meeting notice and agenda, project objectives, meeting minutes and action points assigned, progress reports / project logs, etc.
* Plagiarism
  + The work contributed by one team member was plagiarised.
  + All Team Members are expected to critically assess all work – their own, as well as the work of others contributing to an assignment that they are sharing.
* Failure to use the Signatory Code
  + Sometimes a team is unable to confront an issue that is emerging. It’s better to apply the Team Contract early on before an issue grows in significance. Such issues typically come to a head in the hours just before a deadline when you will have little time to resolve an issue, and tempers may be high!

As part of the Team Contract you should each agree that the Plagiarism Declaration on the next page will be submitted with the completed assignment.

In writing the Team Contract, you are free to format it as your team wishes.

**Team Project Plagiarism Declaration**

Module:

Team number:

We declare that the following have all contributed significantly to the completion of this assignment:

|  |  |  |
| --- | --- | --- |
| **Name** | **ID Number** | **Programme** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Assignment Title:

Submission Date:

We understand that the University regards breaches of academic integrity and plagiarism as grave and serious.

We have read and understood the DCU Academic Integrity and Plagiarism Policy. We accept the penalties that may be imposed should we engage in practice or practices that breach this policy. We have identified and included the source of all facts, ideas, opinions, viewpoints of others in the assignment references. Direct quotations from books, journal articles, internet sources, module text, or any other source whatsoever are acknowledged and the sources cited are identified in the assignment references.

We declare that this material, which we now submit for assessment, is entirely our own work and has not been taken from the work of others save and to the extent that such work has been cited and acknowledged within the text of our work.

We understand that we are all responsible for all material submitted as a team.

We have read and understood the module rules on citing and referencing.

By submitting this material online, we confirm that this assignment, or any part of it, has not been previously submitted by us or any other person for assessment on this or any other course of study.

By submitting material for assessment online, we confirm that we have read and understood the DCU Academic Integrity and Plagiarism Policy (available at:

<http://www4.dcu.ie/registry/examinations/plagiarism.pdf>).

**Example of Team Contract**

An example of a Team Contract is included below. You should adapt this to suit your own team’s goals and requirements.

***Example***

The following rules must be followed:

1. A team leader will be agreed by the team who will arrange the meetings and make sure each team member is completing the tasks assigned.
2. Tasks will be delegated by individuals volunteering to undertake a fair share of work and make a contribution to the group.
3. Meetings must be attended by all members
4. All team members must come to the meetings on time.
5. All team members must present any work assigned to them for completion by the meeting.
6. If a team member cannot attend the meeting they must email each of the other team members to let them know they will not be able to attend.
7. The reason for absence must be deemed valid by the group.
8. When a member is absent, he must keep up with any tasks assigned.
9. If a team member thinks that another team member is not completing their assigned tasks, then it is up to that team member to bring up the problem for discussion with the other team members as early as possible.

* Person is confronted with the problem
* Give person a reasonable amount of time to complete designated work
* If problem persists, team must vote with a majority to exclude signature from submitted assignment.

Don’t forget to leave space at the end of the contract for the signature of each team member. However, as you will be making an electronic submission this year, electronic signatures will suffice

Ideally the team contract should be on a single page.