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| **Team:** | **Team C** |
| **Team Members:** | **Tim Olsen, Jeremy Adams, Rachel Spiegelhoff, Taunyl Bailey, Larry Cook** |
| **Date:** | **07/18/2014** |
| **Project Tile:** | **Taylor’s Professional Services – Web Site e-commerce** |
| **Team Leader:** | **Tim Olson** |

# Team Purpose

The purpose of Team C is to create a web presence and e-commerce website for Taylor’s Professional Services through the collective effort of our team. The company would like to create a website that can complete staffing request from their clients over the internet. They also would like to provide outreach services from future clients and staff. Our goal is to create a fully functional and easy to use website for the company. Team C will have 8 weeks to create, test and place the site into production.

# Team Management Plan

This section will define how the team will be managed.

## Team Leadership: Tim Olson will be the team leader for the entire project.

## Task Assignments: Task will be assigned each week by the team leader.

## Communication Plan: We will be communication through the team discussion area, email and iConnect Meeting as necessary.

## Documentation:

## Documents will be shared through the team discussion and dropbox area.

## Documents will be completed by Friday for submission and approval by the team leader

## Change Management: Each week a team member will be assigned as primary contact for the weeks’ assignment and will be in charge of ensuring the final copy of the documentation is correct.

# Team Members / Skills Inventory

Tim Olson – Team Leader – Skilled in project management and programming

Jeremy Adams - UI Design – Skilled in programming

Taunyl Bailey – Programming - Skilled in operating systems, and some programming.

Rachel Spiegelhoff – Process Design – Skilled in documentation and programming

# Team Meetings - Expectations and Responsibilities

Team C will hold meetings every Sunday at 11am CST

We will be holding our meetings via Team C iConnect.

Each meeting will be recorded via iConnect and we will also take meeting minutes which will be posted in the discussion area for anyone with questions.

Each team member is expected to attend all iConnect meetings.

The Team Leader will set the agenda and the other team members will take notes as necessary during the weekly team meeting.

If a team member is unable to attend a meeting an than email will need to be sent to the team leader to advise.

# Equal Commitment

As a team we will work together to build a repertoire and a relationship committed to the completion of our set goals. We will work together to complete objectives and hold team members accountable to one another. As a team we will combine the individual talents of our members to create an effective and polished product. We will empower individuals to generator new idea and insights to create a climate of innovation.

The following is each team member’s commitment statement:

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| **Jeremy Adams** | "Currently I am unemployed but I am looking at a company that mainly uses ASP.NET to build their products. It has been a while since I took the class that covered this topic and have forgotten many things. Since my group is using ASP.NET to build our website I can use this as a chance to re-familiarize myself with C#, ASP.NET, MS Access and windows servers. I want to do a good job because I think this project could look good in my portfolio. Currently I am going over some of my old class work and doing some reading so I don’t end up holding back my team. This is something I am trying to do every day not just for this project but to better myself." |
| **Taunyl Bailey** | “As a member of Team C, I will actively participate in creating quality work in a timely manner. I will support my team members and efficiently work together to meet our common goals. I will use my previously learned skills and knowledge to help accomplish our tasks.” |
| **Rachel Spiegelhoff** | I am committed to completing this project on time and to the best of my ability. I plan on spending as much time each work on this project that requires the project to be completed. I will also provide my best effort in accomplishing this project. “By integrating proven management techniques, technical tools, and superior communication skills we will meet quality goals. |
| **Tim Olson** | I, Tim Olson,   * understand and accept the responsibility of team leader. * I agree to comply with all of the requirements and rules set forth by the team and agree to enforce these requirements and rules in a fair and effective manner. * I will be committed to assuring that all weekly tasks be completed and agree to apply equal commitment to each and every weekly task to assure that each weekly assignment is completed to full effect. * I agree to uphold the conflict management plan, to make sure that all of the deliverables and communication deadlines are met by each individual team member. * I agree to help resolve any of the conflicts. * I agree to come to the aid of any team member to whom assistance is required and expect to be greeted in the same. * I will assure that the project will be completed above and beyond expectations. * I will see to it that all of the goals of the Team are reached. * I will assure that the Team effectively communicates. * I will assure that the task will be completed by the due date, if not sooner. |

# Conflict Management Plan

If a team member is unable to meet the deliverables or the communication deadlines, the other team members must address the issue and help resolve any conflict. This can be done by completing the assigned task, or suggest alternate solutions.

The escalation process for any conflicts that may arise are the following:

1. The team members who are in conflict will attempt to settle the conflict and come to a resolution.
2. If team members are not able to come to a resolution the issue will then be escalated to the team leader.
3. If the conflict cannot be settled by the team leader it will then be escalated to the Professor for a resolution.

**Document Work Log:**

*To assist in assessing the contributions made by the individual team members, the team must complete the table below:*

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| ***Section*** | ***Team Member - Primary*** | ***Team Member - Secondary*** |
| 1. *Team Purpose* | *T.Bailey* | *T. Olson* |
| 1. *Team Management Plan* | *T.Bailey* | *J. Adams* |
| * 1. *Team Leadership* | *R. Spiegelhoff* | *T. Olson* |
| * 1. *Task Assignments* | *R. Spiegelhoff* | *T. Olson* |
| * 1. *Communication Plan* | *R. Spiegelhoff* | *J. Adams* |
| * 1. *Documentation* | *T.Bailey* | *J. Adams* |
| * 1. *Change Management* |  | *J. Adams* |
| 1. *Team Members / Skills Inventory* | *T.Bailey* | *T. Olson* |
| 1. *Team Meetings – Expectations and Responsibilities* | *T.Bailey* | *T. Olson* |
| 1. *Equal Commitment* | *R. Spiegelhoff* | *J. Adams* |
| 1. *Conflict Management Plan* | *R. Spiegelhoff* | *T. Olson* |