**Agile Team Charter**

**ABC Rental Management Web Platform Project**

**ABC Rental Management Inc.**

**123 Any Street**

**Toronto, Ontario, Canada**

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# Agile Team Charter Overview

The Agile Team Charter for the ABC Rental Management Web Platform Project serves as the foundational agreement and guideline for all project team activities, rules, tools, and behaviors. Created collaboratively by the project team, this charter secures immediate buy-in and a vested interest in the project's success, fostering motivation for achieving project goals.

# What Does the Agile Team Charter Include?

This charter blends high-level project specifics—vision, mission, objectives, and success criteria—with key elements of team dynamics, communication, and behavior rules. It's designed to be accessible and visible to all team members, ensuring a constant reminder of the team's commitments and goals.

# Project Specific Information

**Vision:** To revolutionize rental property management across Canada through a centralized, user-friendly web platform, enhancing efficiency, tenant satisfaction, and scalability.

**Mission/Objectives:**

* Develop and deploy the ABC Rental Management Web Platform.
* Streamline property, lease, and maintenance management processes.
* Improve tenant access to services and information.
* Facilitate operational efficiencies and reduce overhead costs.

**Success Criteria:**

* Successful platform deployment within project timelines.
* Positive feedback from initial tenant and staff users.
* Measurable improvements in operational efficiency post-launch.

# Interpersonal Team Dynamics Information

**Team Composition:**

* **Product Owner:** Oscar Piedrasanta Diaz - Guides the project vision and priorities.
* **Scrum Master:** Melina Behzadi Nejad - Facilitates Agile practices and team dynamics.
* **Development Team:** Valeria Arce, Mobinasadat Zargary - Executes development tasks, ensuring quality and adherence to user needs.

**Communication Plan:**

* Daily stand-ups for progress updates and immediate concerns.
* Bi-weekly sprints, with planning, review, and retrospective meetings to assess progress and adapt plans.
* Continuous communication via Slack for instant messaging and collaboration.

**Behavioral Rules:**

* Respect and constructive feedback are paramount.
* Openness to new ideas and willingness to adapt.
* Accountability for assigned tasks and deadlines.

# Agile Team Charter

The specific sections outlined above provide a structure for our Agile Team Charter, focusing on establishing clear goals, roles, communication strategies, and behavioral expectations. This structured approach ensures alignment and collaboration within the team, fostering an environment conducive to the project's success.

|  |  |  |
| --- | --- | --- |
| **Project Name: ABC Rental Management Web Platform Project** | | |
| **Vision**: Revolutionize the rental property management experience for ABC Rental Management Inc. and its tenants across Canada by delivering a comprehensive, intuitive, and centralized web platform. | | |
| **Mission**: To develop a state-of-the-art web platform that unifies all aspects of rental management — including property listings, lease administration, maintenance requests, and tenant communications — to enhance efficiency and service quality. | | |
| **Success Criteria**: 1. Successfully launch the web platform within the agreed project timeline. 2. Achieve a 75% reduction in operational inefficiencies within the first 6 months post-launch. 3. Attain an 80% or higher satisfaction rate among tenants and staff within 3 months post-deployment. | | |
| **Project Team** | | |
| Name | Role | Contact Info |
| Abid Rana | Product Owner | [arana@georgebrown.ca](mailto:arana@georgebrown.ca) |
| Melina Behzadi Nejad | Scrum Master | Melina.behzadinejad@georgebrown.ca |
| Valeria Arce | Lead Developer | Valeria.arce@georgebrown.ca |
| Oscar Piedrasanta Diaz | UX/UI Designer | Oscar.piedrasantadiaz@georgebrown.ca |
| Mobinasadat Zargary | Quality Assurance | Mobinasadat.zargary@georgebrown.ca |
| **Rules of Behavior**: 1) Mutual respect is the cornerstone of our collaboration. 2) Feedback is delivered constructively, with the intent to improve our work and processes. 3) Open communication is encouraged; every voice and opinion is valued. 4) Team achievements and milestones are recognized and celebrated. 5) Focus during meetings is paramount; distractions like personal cell phones are minimized. 6) Accountability for actions and commitments is expected from all team members. 7) Listening respectfully without interruptions is essential for effective communication. 8) Collaborative decision-making is preferred, striving for consensus wherever possible. | | |
| **Communications**: 1) Daily stand-ups at 9 am to align on day's tasks and address any impediments. 2) Commitment to attend all scheduled meetings, with virtual options available if necessary. 3) Task updates are to be made on the team's project management tool each morning. 4) Minutes from meetings are circulated within one business day. 5) Rotating responsibility for meeting notes to ensure engagement and shared responsibilities. 6) The Product Owner will communicate any changes to meeting schedules as soon as possible. 7) Punctuality for meetings is expected from all team members to respect everyone's time. | | |

Sponsor Acceptance

Approved by the Project Sponsor:

John Doe  
CEO, ABC Rental Management Inc. Date: March 9, 2024