

FUNDAMENTALS OF ENGINEERING PROJECT MANAGEMENT TEAM CHARTER

TEAM 6

Definition of the Team: (membership list):

Remi Dijon (Project Manager)

Teresa Ng (Senior Consultant)

Anthony Noto (Quality Lead)

Oshoriame Olorife (Team Member)

Margy Orozco (Team Member)

Samrudh Untgod Preetham (Team Member)

Purpose:

Deliver high quality and compliant assignments to maximize the team's score

To participate in and learn about team dynamics, functionality, and synergistic cooperation (the whole is greater than the sum of the parts)

To understand and explore charters and their importance in the Project Management profession.

Roles and Responsibilities (Primary):

Project Manager

Overall responsibility for on-time delivery of scope, schedule, and workload assignments (including adequate review time)

Clearly understanding the task or project at hand and establishing expected results for the assignment before submission.

Continuously monitoring team participation and completion throughout the assignment. Providing constructive criticism and feedback when necessary.

Thrive to create synergy.

Sr Consultant

Support project manager in delivery of assignment

Serve as mentor/**primary leadership support** to the PM and the team

Assure overall quality and team functionality

Clearly understands assignment goals

Support project manager in creating clear roles and responsibilities for the team and in establishing the schedule for completing the assignment

Assist project manager in ensuring that all team members understand assignment requirements and encouraging members to participate in team discussions

Participate in the quality review summary until comments made by the quality lead have been addressed and are agreed to by the project manager

Conduct final assessment to confirm that submittal meets all requirements of the assignment

Follow up with project manager to confirm timely submittal

Quality Leads

Assure assignment compliance with ALL requirements **and ensure adequate effort is being taken by all parties within the team through the PM.**

Communicate reasonable schedule expectations for quality reviews of each project deliverable and accommodate team member's scheduling constraints.

Communication with the team regarding expected level of quality.

Conducting timely quality reviews of all assigned project deliverables to ensure: Redlines and comments are understood by responsible parties.

Agreement between team members and the Quality Lead on deadlines of assigned tasks.

All comments and markups have been addressed and implemented from previous review sessions.

Demonstration of the same expected effort to team members to aspire a shared goal of quality.

Meeting with the Project Manager prior to project submission to ensure all steps have been completed and the satisfaction of deliverables.

All team members

Carry your share of the workload

When responsibilities are shared, clearly understand primary and secondary objectives.

Deliver all assignments as agreed.

Be a part of the solution, not the problem.

Respect other team members' contributions and work for consensus on team decisions.

Understand team processes and carry out assigned responsibilities between team meetings.

Communicate effectively, contribute fresh ideas and challenge convention when necessary.

Assume team members responsible for an assigned task would do so until proven otherwise.

Be enthusiastic about team assignments and helping the team accomplish its objectives.

Explore options and negotiate for resources that help with the team workload on behalf of the team.

Operating Guidelines

Primary goal: maximize the score on each assignment by:

Building consensus on correct approach, final decision by PM, supported by Sr Consultant.

Fairly scheduling and then attend all work sessions

Continuously communicating overall completion of team assignments and finishing them early enough to allow for proper review.

Work virtually and collaboratively through means such as Google docs, Microsoft Teams, Zoom, or the team workspace in Canvas.

Providing constructive feedback to the PM and Sr Consultant about assignment issues

Being open to constructive comments on your own performance and ideas.

Communicating openly and fairly, and being prepared to listen to other teammates' opinions and ideas even though they contradict yours. . .

Understanding that assignment goals are shared between all individuals on a team. OWN THE RESPONSIBILITY AS INDIVIDUALS AND AS A TEAM!

Interpersonal Behavior

Agreement on core values: respect, honesty, integrity, and fairness

Accommodate teammates' other responsibilities when scheduling meetings

Value all your team's time

Resolve disputes quietly and professionally (PM, with help from Sr Consultant should moderate these discussions)

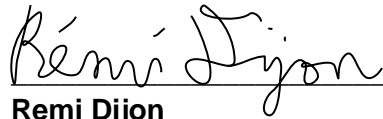
Trust that everyone completes their responsibilities until proven otherwise.

Staying on task during scheduled meeting times to promote productivity and efficiency.

Understand each other's background to better appreciate their strengths and ideas.

Perform each task with professionalism, respect, and integrity.

Charter Agreement Signatures

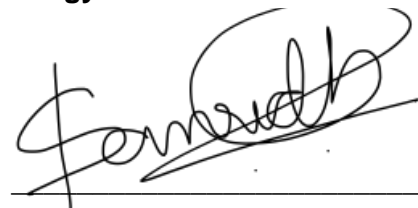

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