

Project Team Charter

Project Name: Redesign XYZ Company Website

Team Name: ABC Company

Project Manager: Shavern Belle

1 PROJECT TEAM CHARTER CORE ELEMENTS

1.1 PROJECT PURPOSE

- The purpose of this project is to build a website for XYZ Company so that they can have a more professional website as their customer base continues to grow. We aim to accomplish this by re-designing, building, and setting up their new website within three to six months.
- The key stakeholders are:
 - o Roger Wilson - CFO
 - o Edward Speck - Product Manager
 - o James Pulliam - Professional Services Manager
 - o Carol Donners - Warehouse Manager
 - o Lisa Sellers - Executive Oversight Committee Chairperson
 - o Tom Kane - Facilities Manager

1.2 PROJECT SCOPE

- ABC Design will build, redesign, and set up a more professional website for XYZ Company within three to six months. Lisa Sellers is the executive sponsor responsible for funding the project from her department funds. Tom Kane is the XYZ Company project sponsor who has been assigned to design, build, test, and host their new website.

1.3 PROJECT TEAM VALUES

- o Our philosophy is to be efficient, systemic, and adaptable to deliver a finished product on time every time.
- o Commitment to completing the project.

- We take accountability for our actions.
- We embrace diversity in all its forms.
- Yes, the values are practical and achievable.

1.4 DOCUMENT HANDLING PROCEDURES

- All documents will be preserved on Confluence.
- We may also use google drive as an alternate location to preserve data.

1.5 DECISION-MAKING CRITERIA

- We will take calculated risks as a team.
- The project team will utilize the “Fists of Five” technique for decision-making.
- We will respect each other and recognize that diverse opinions and “dynamic tension” makes our team decisions more reliable and effective.

1.6 CONFLICT RESOLUTION

- If possible, compromise.
- Always be respectful of other members and take responsibility for our actions.
- Use active listening and empathy to understand where our teammates are coming from.

1.7 MEETING GUIDELINES

- Meetings will be handled via zoom and in person.
- All meetings are to be attended unless otherwise notified.
- Cindy Lewis will be the note keeper during the meetings.
- We respect each other, and each team member adds value to our meetings. Therefore, all meeting participants will arrive on time.

1.8 ESCALATION PROCEDURES

- All escalations will be sent to Tom Kane.
- Tom Kane is the first level of issues/risk escalation
- Roger Wilson is the final level of issues/risk escalation.

1.9 TIME REPORTING

- Time will be tracked based on the project milestones.
- Activtrak will be used to monitor productivity.
- Team members will be expected to report their project time every week.
- The acceptable time increments are weekly, monthly, and quarterly.

1.10 MISSION AND OBJECTIVES

- The project is fully funded with contingency and management reserve allocations to address project risks and other potential unknowns.
- Stakeholder assignments to the project are maintained and remain static.
- Stakeholder responses to questions or data are responded to in a timely and efficient manner, not to exceed 24 hours.
- Project team staffing remains stable and consistent throughout the project.
- The business purpose of this project is to redesign XYZ's

1.11 STATUS REPORTING

- Reports will be generated weekly and monthly.
- Cindy Lewis is responsible for creating the reports.
- Reports should be emailed and delivered in person to Roger Wilson weekly.
- Reports should be emailed to Tom Kane weekly and monthly.

1.12 COMMUNICATIONS

- The methods of communication will be via email.
- The teams will meet weekly.
- Status reports will be completed weekly.

2 ADDITIONAL ELEMENTS TO CONSIDER

1.13 TRAINING GUIDELINES

- The project manager is responsible for ensuring that training is delivered on time.

1.14 RESOURCES

- Lisa Sellers is the project sponsor and is responsible for funding the project.

1.15 ROLES AND RESPONSIBILITIES

- Roger Wilson - acts as final stage/authority in escalation process"
- Lisa Sellers - budget acquisition and approvals
 - - second level of issue/risk escalation"
- Tom Kane - point of contact with ABC Web Designs
 - - budget requests
 - - scope and requirements approval

- - requirements completion approval and final project signoff
- - first level of issue/risk escalation
- - change approval "
- Edward Speck - requirements submission"
- James Pulliam - requirements submission"
- Carol Donners - requirements submission"
- Shavern Belle - point of contact for XYZ Company
 - - communications
 - - project team leadership
 - - monitors project progress, sets schedule and deadlines
 - - communicates and resolves issues
 - - manages the budget
 - - ensures stakeholder requirements are documented and well defined
 - - evaluates project performance
 - - accountable for the successful completion of all aspects of the project on time and within budget"
- Helen Peters - ideation process
 - - Interprets and documents client specifications and requirements
 - - Ensures accessibility standards
 - - Ensures website functionality is performing as expected
 - - Ensures website registrations, naming conventions, and copyrights are in compliance
 - - Ensures client marketing standards are fully documented and adhered to
 - - creates working prototypes or mockups"
- Jason Morris - defines site objectives by analyzing user requirements
 - - designs and develops user interfaces to Internet/intranet applications
 - - determines design methodologies and tool sets
 - - integrates applications by designing database architecture and server scripting
 - - designs, builds, and tests Application Programming Interfaces

- - creates multimedia applications by using authoring tools
- - troubleshoots development and production
- - verifies, reviews, and is responsible for client requirements accuracy"
- Scott Fassett - builds database systems of high availability and quality
 - - designs and implements database in accordance to end user's requirements
 - - minimizes database downtime
 - - provides data management support and training to users
 - - enforces and documents database policies, procedures, and standards
 - - maps out the conceptual design for schema, tables, fields, and other database architecture elements
 - - controls access permissions and privileges
 - - develops, manages, and tests back-up and recovery plans"
- Cindy Lewis - supports project planning, budgeting, and overall strategy
 - - generates project status reports using key performance indicators
 - - monitors and evaluates the overall project
 - - provides operational support such as liaising with stakeholders, tracking timelines, managing project meeting schedules and materials, etc.
 - - prepares, reviews, and maintains project documentation and reports
 - - collects the necessary information required to start projects
 - - assists project manager with regular communication

1.16 TEAM AGREEMENTS

- Teams will be created based on skillset, experience, and talent.

1.17 PERFORMANCE ASSESSMENT

- The performance will be measured on the success of the project.
- The Managers will assess the team weekly to ensure KPI metrics are being met.

1.18 ACTIVITIES AND MILESTONES

- Project launch - Two weeks from project charter acceptance

- Gather and finalize XYZ web requirements - Three weeks from project launch date
- Draft design - Two weeks from finalizing requirements
- Final web design - One week from draft design completion
- Web development completion - Seven weeks from final web design
- Web user testing completion - Three weeks from development completion
- Live beta testing completion - Four weeks from user test completion
- Perform final updates from beta testing - Three weeks from completion of a live beta test
- Go live - One week from performing final updates

3 TEAM'S DATED SIGNATURES

Project Manager

Date

Team Member

Date

Team Member

Date

Team Member

Date

Team Member

Date

Team Member

Date