Team Charter Grading Rubric

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|  | 9-10 | 8-7 | 5-6 | 3-4 | 0-1 |
| Grammar &  Mechanics  (20%) | Clear, concise sentences. No grammatical errors. | Mostly clear, concise sentences.  May have some minor grammatical errors. | Adequate sentence structure but may require editing for clarity/wordiness.  Some grammatical errors, but these do not impede understanding. | Poor sentence structure. Writing may be wordy or  difficult to follow in places.    Many grammatical errors. | Very poor sentence structure, and/or Uses inappropriate language or language that is too informal.    Significant grammatical errors. |
|  | 9-10 | 8-7 | 5-6 | 3-4 | 0-1 |
| Content  (60%) | Charter provides a precise level of detail to assure mutual understanding of the project direction.    All aspects of the project are clearly defined and documented. Such aspects include but are not limited to:   1. roles & responsibilities 2. goals & objectives 3. opportunities 4. milestones 5. deliverables 6. overall project plan 7. risk/conflict identification and   resolution strategy    Charter identifies specific and reasonable success criteria. | Charter provides a sufficient level of detail to assure mutual understanding of the project direction.    Various aspects of the project are clearly defined and documented. Such aspects include but are not limited to:   1. roles & responsibilities 2. goals & objectives 3. opportunities 4. milestones 5. deliverables 6. overall project plan 7. risk/conflict   resolution strategy  Charter shows some definition of success criteria. | Charter provides some details to assure mutual understanding of the project direction.    Various aspects of the project are defined and documented, some with more clarity than others.    Charter makes an attempt to define success criteria. | Charter provides some details to assure mutual understanding of the project direction.    Some aspects of the project are not defined and documented.    Success criteria are missing or not well defined. | General statement that  lacks sufficient detail to assure mutual understanding of project direction. |
|  | 9-10 | 8-7 | 5-6 | 3-4 | 0-1 |
| Organization  (20%) | Document organization is exemplary. Document is well formatted according to the requirements. | Document is formatted as a charter. | Document is formatted as required but its organization could be improved. | Document is missing a section or exhibits formatting issues. | Document is not  formatted according to  assignment  requirements, and  Document has  significant issues in  formatting and  organization. |

1. Team Charter Written Document (50 Points)
2. What is the team’s vision, mission and goals?
3. Team Members/Leaders

Who is on the team? For each team member list 2 of their strengths and 2 of their weaknesses to help better understand each other. What are the roles of each? Write the roles of each member leaders in details.

1. Core Values

*Guidelines*

Discuss which shared values can help guide how you approach your work and how you collaborate with each other.

a. Ask the team to think about what they like best about working in the team.

b. Ask the team when was the time they were really working productively. What contributed to this? When does this happen?

c. Ask the team what behaviors build a team. *“In order to achieve the team, you all want – what behaviors do you want to agree to?”*

d. Ask the team what behaviors damages the team.

1. Group Norms

*Guidelines*

How will you work? Establish a framework of ideals that you can expect each other to abide by.

How will the team

a. disagree with each other

b. deal with their own bad moods

c. deal with other people’s bad moods

d. provide feedback

1. Ground rules

*Guidelines*

What are your rules related to:

a. Leadership

b. Participation

c. Work Products

d. Conflict

e. Management and Resolution

f. Preparation

g. Attendance

h. Timing

i. Decision Making

1. Communication Protocol

Guidelines

1. What events or situations will trigger communication with each other?

2. When will we contact a member of the team versus the entire team? Do we copy the entire team on all e-mails? Are there some team members who prefer no calls at home or do not want to receive calls at a certain time?

3. Who will be the spokesperson for most team internal communication? For external communication (that is, with other groups within the company or even outside the company)?

4. Ask the team what behaviors damages the team.

1. Metrics of Success

How should success look like in your team?

Consider how success can be measure beyond a letter grade or score.

1. Standards of Quality

What are your standards for high quality work and learning? Think about the level of quality of the team’s deliverables and what standards are expected form each one in the team?

1. Presentation of the team Charter (GROUP: 50 POINTS)

RUBRICS