**Aleksey Kramer**

**PROJECT 400 A1**

**Team Operating Rules**

**ASSIGNMENT:**

Using your new knowledge of team dynamics, management and communication, as well as additional research, draft a set of Team Operating Rules for the team described in the Homebuilding Case that you think would prevent any issues that may arise.

**ANSWER:**

**Team Operating Rules**

Preamble: I have never have written a set of team operating rules, but I have been a part of many different teams to understand what is expected from the teammates, but I will guess how the project manager would write the rules. A set of team operating rules are listed below (it would be really nice to see an example of the set of team operating rules)

Work Ethics:

* Be on-time for all schedule activities. Let PM or teammates know if late as soon as possible.
* Perform assigned tasks assuring quality of work performed.
* Show respect to other team members, tread teammates as professionals regardless of the skill level.

Communications:

* Be courteous to others.
* Be honest and clear when communicating
* If problems discovered, notify project manager immediately

Conflicts:

* Attempt to resolve conflicts in professional manner: no physical contact allowed
* If a conflict cannot be resolved between the teammates, escalate to project manager
* Be constructive when critiquing
* Be ready to accept constructive criticism

Operating rules:

* Construction work hours are from 9:00AM to 6:00PM
* Office and design hours may take longer than regular shift

Questions, Concerns, Uncertainties:

* Contact project manager if the task is unclear
* Contact project manager if task or schedule related problems are discovered

**Project High Level Requirements**

* Project Must be completed by the beginning (5th) of August with a total duration of no more than 7.5 months.
* Construction work hours allowed between 8:00AM and 6:00PM
* Construction budget is $250,000.00 (Fixed)
* Three bedrooms: master bedroom, a full bathroom, a powder room
* Two oversized garage spaces, with one of two spaces accommodated for a mobile home
* Install Sub Zero professional refrigerator
* Fuel efficient furnace (see project description for details)
* Extra insulation in the walls (see project description for details)
* Follow all local building codes
* Pre-wire house for air conditioning
* Clean up construction debris to free up space for gardening