

Team Charter

PJM 5900 | April 30, 2021

The Roux Institute

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Purpose

The purpose of this team charter is to outline our team roles and responsibilities and guidelines to work effectively as a team throughout our 11-week course. The team will collaborate on all group assignments with the intention of receiving an A. By forming a team to collaborate, we can gain experience managing projects with multiple team members, learn from each other's experiences, and gain peer relationships for the duration of our time at the Roux Institute.

Team Structure

Lyndsey Anderson – Lyndsey is pursuing a Master's in Project Management at The Roux Institute with a concentration in Analytics. She has 3 years' experience as a Program Manager at IDEXX in the Talent Development organization.

William Breckwoldt – Will is pursuing a master's degree in Project Management at The Roux Institute and is still deciding on a concentration. Will is a recent graduate from the University of South Carolina and has no job experience in project management but has earned a specialization in Project Management from the University of California Irvine.

Deni Tirrell – Deni is pursuing a master's degree in Project Management at The Roux Institute. Deni has been facilitating process improvement and managing projects for over a decade in various industries. Deni is currently Lead Project Manager consulting at the Department of Health and Human Services for the State of Maine in the Office for Family Independence on a large technical project.

Contact Information

Name	Email	Cell Phone Number	Virtual Contact Method
William Breckwoldt			Slack/Microsoft Teams
Deni Tirrell			Slack/Microsoft Teams
Lyndsey Anderson			Slack/Microsoft Teams

Table 1: Team Contact Information

Communication Strategy and Tools

- 1.) Team members will communicate via electronic methods as agreed upon in our first meeting.
 - a. Email/Slack
 - b. Zoom or Microsoft Teams
 - c. Discussion Posts/Canvas Group Space
- 2.) Team members will also share the phone numbers so they can speak on the phone when other methods are not accessible, inconvenient, or preferred at the time.
 - a. Team members will agree to the usage of texts and phone calls that will not intrude on each other's personal time.
 - i. If a team member is running late and not able to email the team, they may choose to send a text.
 - ii. Team members should not phone or text after 8pm on any day.

Objective	Description	Types of Communication
Kick-Off	<ul style="list-style-type: none">➤ Held on Tuesday April 20th at 7:30 pm.➤ Roles and guidelines were established.	<ul style="list-style-type: none">• Virtual Microsoft Teams meeting
Core Team Meeting	<ul style="list-style-type: none">➤ At least once a week virtually at a time agreed upon by team members via email.	<ul style="list-style-type: none">• Via Zoom or Microsoft Teams
Functional Teams Working Sessions	<ul style="list-style-type: none">➤ Project work will be shared via Canvas, Slack, email, or Teams for group collaboration.	<ul style="list-style-type: none">• Via Canvas, Slack, email, or Teams

		depending on what group members agree upon
Deliverable	➤ Deliverable will be exchanged prior to the group submit their final work. If deliverables are well done they will be compiled and submitted or presented.	<ul style="list-style-type: none"> • Canvas, Slack, or email depending on what is agreed upon by group members

Table 2: Methods of communication

Membership Roles and Responsibilities

Role	Define Responsibility
Manager	<ul style="list-style-type: none"> • Determines format of documents and approach to tackling the project • Reviews individual submissions to ensure documents meet the desired criteria given by group members and professor
Facilitator	<ul style="list-style-type: none"> • Leads meetings and presents topics of discussion • Clarifies roles and ensure deadlines are met • Determines meeting times and methods of collaboration
Recorder/Supporter	<ul style="list-style-type: none"> • Compiling individual submissions to create a cohesive document that is grammatically and technically correct. This must be done with sufficient lead time to provide an opportunity for group editing and comment. • Demonstrating significant contribution to team requirements of researching, writing, responding, editing, etc., as agreed upon by the team.

Table 3: Roles and Responsibilities

Team Roles Rotation Schedule

Role rotation will be determined based on the project processes and requirements of team members. To ensure fair and appropriate contribution, roles may be shared between multiple members and multiple members may take on multiple roles, if mutually agreeable.

Current member roles:

Manager: Lyndsey

Facilitator: Deni

Recorder/Supporter: Will

Communication Standards

Ground Rules

- 1.) Team members will meet virtually via Zoom or Microsoft Teams a minimum of once per week to coordinate group work.
 - a. If there is no group work due the following week, the team can choose not to meet.
 - b. The team members may choose to hold additional online meetings if more coordination is needed.
 - c. Team members will set the time and date of meetings when it is mutually agreeable.
- 2.) Team members will email and use discussion posts to communicate and collect work deliverables.
- 3.) Team members will split the tasks for group work in a way that is agreeable to all members.
 - a. Due to time constraints of team members, there may be an occasion that one member will not be able to participate at the same level as the others. This should be communicated and mutually agreeable split of tasks to be decided. Workload should be redistributed during the next assignment to keep balance.
- 4.) Team members will not use communication methods outside of the agreement set by the team.

Decision Making Process

- 1.) Decisions will be discussed openly between teammates and all options presented will be weighed.
- 2.) If the team cannot come to a consensus, then majority rule by way of open vote will determine the next course of action.

Conflict Management Approach

- 1.) Team members will discuss challenges or issues openly and freely without fear of redistribution. Being honest with your teammates will allow the group to adjust and adapt so the whole team is successful.
- 2.) Team members will determine what risks are to the team and project and create a mitigation plan together.
- 3.) If a teammate feels there is an issue that is not resolved in a mutually beneficial way, they can advise the other team members that the issue will be escalated to the professor for assistance.
 - a. The professor's decision/intervention will override the team's decision

Team Performance Assessment

All group members are equally responsible for the academic integrity of assignments submitted for the group. Participation, effort, and communication will be the major determining factors of peer assessments. As stated in the course syllabus “assignments that simply meet minimum requirements will receive a ‘B range’ grade. To earn an ‘A’ you must strive for excellence [...] beyond the minimum requirements will receive an ‘A’ grade.” If a group member is lagging, group members are encouraged to address these issues so that everyone receives the desired grade.

Milestones

- Assignment #1 – Team Charter
 - Final Due Date: April 30th
 - Peer & Self-Evaluation Assessment: April 30th
- Assignment #2 – Team Charter Presentations
 - First Due Date: May 3rd
 - Peer & Self-Evaluation Assessment: May 5th
- Assignment #3 – Case Presentations

- Final Due Date: May 10th
 - Peer & Self-Evaluation Assessment: May 12th
- Assignment #4 – Clarifying the Project Scope
 - Final Due Date: May 17th
 - Peer & Self-Evaluation Assessment: May 19th
- Assignment #5 – Project Charter for your Case
 - Final Due Date: May 31st
 - Peer & Self-Evaluation Assessment: June 2nd
- Assignment #6 – Final Presentation Lessons Learned
 - Final Due Date: June 28th
 - Peer & Self-Evaluation Assessment: July 2nd

Conclusion

This team charter formally authorizes the existence of this team's project. It also ensures the team's common understanding of project information and guidelines. This common understanding will maintain professionalism, organization, and efficiency, while ensuring group and individual success.

This document is subject to change; unpredictable events may occur throughout the quarter. Group members should address these circumstances in meetings or by message so that the group has time to adapt and overcome the situation and intervention by the professor is avoided.