

## TEAM CHARTER

<b>Team Members</b>	<p>Bisma Siddiqui (bismasiddiqui567@gmail.com)  Odendaal Mudondo (odendaalkamutauni@gmail.com)  Elijah Asante (yiadomasante2@gmail.com)  Shadrack nyarango (shaddynyarango24@gmail.com)  Sadiya Siddika Afrin (afrinrainbow@gmail.com)  Hellena Mwerenga (hellenamwerenga@gmail.com)  Zohaib Wasim (zohaibwasim365@gmail.com)</p>
<b>Team Lead</b>	Elijah Asante (yiadomasante2@gmail.com)
<b>Team Members Roles and Responsibilities</b>	<p><b>-Sponsor Company – Excelerate</b></p> <p><b>-Elijah Asante-</b> Team Lead, represents team to sponsor via email and on calls, to minimize communication errors.</p> <p><b>- Sadiya Siddika and Shadrack Nyarango-</b> Project Manager, provides guidance and draws out insight from other team members, ensures that project execution remains on track.</p> <p><b>- Bisma Siddiqui and Odendaal Mudondo-</b> Project Scribe, responsible for taking meeting minutes and distributing notes/assignments. Can assist Team Lead in drafting emails and communication between sponsor and group.</p> <p><b>- Hellena Mwerenga, Zohaib Wasim -</b> Project Lead, responsible for holding the group accountable for meeting deadlines and ensuring that project deliverables are being met.</p>
<b>Mission, Vision Objectives &amp; Core Values</b>	<p><b>- Mission: We aspire</b></p> <ul style="list-style-type: none"> <li>* To assist project managers with hands-on experience in planning, organizing, and executing global projects while developing and acquiring teamwork, strategic thinking, and leadership skills in a professional virtual environment.</li> <li>* To fulfill the needs of our sponsor through a tangible project plan and recommendations that they can execute in their company.</li> </ul> <p><b>- Vision: We want</b></p> <ul style="list-style-type: none"> <li>* To become future-ready project management professionals who can successfully lead and deliver impactful projects on a global scale.</li> <li>* To work in a collaborative and positive team dynamic. It is the anchor point of any strategic plan.</li> </ul> <p><b>- Objectives: We want to</b></p> <ul style="list-style-type: none"> <li>*Develop a Comprehensive Project Plan – Ensure successful event execution by creating a detailed project roadmap.</li> <li>*Enhance our Project Management Skills – Gain experience in team collaboration, project scheduling, budgeting, and risk management.</li> </ul>

	<ul style="list-style-type: none"> <li>* Foster Effective Communication – Encourage clear, concise, and professional communication within teams.</li> <li>* Deliver a High-Quality Final Presentation – Present a well- structured project plan to Excelerate’s management team.</li> </ul> <p><b>- Core Values:</b></p> <ul style="list-style-type: none"> <li>* Integrity, Accountability, Discipline, Respect, Innovation</li> <li>* Collaboration – Working as a unified team to achieve a common goal.</li> <li>* Integrity – Maintaining professionalism, honesty, and accountability.</li> <li>* Innovation – Developing creative and effective solutions for project challenges.</li> <li>* Excellence – Striving for the highest quality in planning and execution.</li> <li>* Growth &amp; Learning – Continuously improving skills and gaining valuable experience in project management.</li> </ul>
<b>Internal Checks, Balances, and Reviews</b>	<p><b>Weekly Progress Reviews</b></p> <p><b>We will:</b></p> <ul style="list-style-type: none"> <li>* Conduct structured check-ins every week to assess progress, address challenges, and ensure alignment with the project’s objectives.</li> <li>* Assign clear responsibilities within the team and conduct peer reviews on deliverables to maintain high-quality outputs.</li> <li>* Establish a risk register and review potential project risks weekly, implementing mitigation strategies as needed.</li> <li>* Conduct a final internal review of the complete project plan before the official presentation to Excelerate’s management team.</li> </ul>
<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Assignments</li> <li>• Meetings</li> <li>• Communication Guidelines</li> <li>• Status Updates</li> <li>• Deadlines</li> </ul>	<p><b>- Assignments:</b></p> <ul style="list-style-type: none"> <li>* Reviewing the project requirements, creating the Project Plan, drafting the Project Report, delivering the Final Project.</li> </ul> <p><b>- Meetings:</b></p> <ul style="list-style-type: none"> <li>* Team will meet every Monday at 5 PM via Microsoft Teams. Meeting with the sponsor will take place every Tuesday at 11 AM via Skype.</li> </ul> <p><b>- Communication Guidelines:</b></p> <ul style="list-style-type: none"> <li>* Team Lead will represent the team to the sponsor; everyone is expected to participate and contribute while maintaining collaboration (cc’ing the entire team on emails, for example); the main channel of communication among team will be email; emails among team members will be responded to within 24 hours, emails between Team Lead and Sponsor will be responded to within 48 hours; listen and respect each other’s ideas, encourage conciseness.</li> </ul> <p><b>- Status Updates:</b></p> <ul style="list-style-type: none"> <li>* The team will provide a weekly status update to the client by Tuesday at 5 PM. Individual contributions are due by Tuesday at 9 AM.</li> </ul>

	<p><b>- Deadlines:</b> Project Draft is due *March 25th, Final Project is due August 5th.</p>
--	---