# CS 250 Agile Team Charter Template

**SNHU TRAVEL PROJECT**

| Item | Response |
| --- | --- |
| **Business Case/Vision**  (value to attain) | To surpass client expectations by providing creative, high-caliber software solutions through constant cooperation, iterative development, and a dedication to perfection. |
| **Mission Statement**  (result to accomplish) | To surpass client expectations by providing creative, high-caliber software solutions through constant cooperation, iterative development, and a dedication to perfection. |
| **Project Team**  (team members and roles) | * **Product Owner:** Joe - Prioritize the product backlog based on stakeholder needs and business value. * **Scrum Master:** Ida - Facilitate Scrum ceremonies (Daily Stand-ups, Sprint Planning, Sprint Reviews, and Retrospectives). Coach the team in Agile practices and principles. * **Development Team:** Tim **-** Self-organize to achieve sprint goals. Deliver potentially shippable increments at the end of each sprint. Collaborate on tasks, pair programming, and peer reviews.   **Contacts:**  Joe – (555) 555 – 1111, Email: Joecrook@snhutravels.com  Ida – (555) 555 – 1122, Email: Idaart@snhutravels.com  Tim – (555) 555 – 3333, Email: Timtaylor@snhutravels.com |
| **Success Criteria** | Start date: July 17, 2024  Expected completion date: December 2024  Final deliverable: January 2025  Key project objectives: The travel service will be guided by these SMART goals as it works toward its aims of increasing client satisfaction, growing its market share, and boosting overall efficiency. |
| **Key Project Risks** | Short Timeline poses a risk.  **Quality Risks:** Shortened timelines often lead to rushed work, increasing the likelihood of errors and lower-quality deliverables.  **Feature Cuts:** To meet the new deadline, certain features or functionalities may need to be deprioritized or removed from the project scope.  **Market Perception:** Investors might view the rush to market as a strategic risk, potentially affecting stock prices. |
| **Rules of Behavior**  (values and principles) | * 1. All team members will treat each other with respect.   2. Team members will give constructive feedback and have open communication among the team.   3. All cell phones must be off before meetings.   4. We will use a consensus approach when possible. |
| **Communication Guidelines**  (scrum events and rules) | 1. No sidebars and no talking over someone who is talking. 2. All team members are expected to be on time for the daily meeting. 3. Meetings will be at 8:30 am every day. 4. Meeting cancelation notice will be sent at least 12 hours before when possible. 5. Task will be updated each day in the morning before 8:30 am. 6. The tester and developers will have consistent communication to help keep the project on track. 7. Any issues will be reported to the Scrum Master and the Scrum Master reports it to the project owner. 8. The meeting scribe will be shared with all team members on a rotating schedule. |

**References**

Yogeshwar Shastri et al. "Spearheading agile: the role of the scrum master in agile projects." *Empirical Software Engineering*, 26 (2021): 1-31. <https://doi.org/10.1007/s10664-020-09899-4>.