

Team 1 Charter
PMGT101
Project Management Is A Blast

Title: PGMT 101
Submitted by: Team 1: Member 1, Member 2, Member 3, Member 4
Date: 26 Oct 2014

1) Norms & Sanctions

Each team member plays an important role to the success of the team for this term. With that in mind, team norms have been developed to ensure a seamless submission of deliverables.

Meetings and Attendance

- Meetings will be held every Thursday at 2000 CST using Google hangout.
- Meetings can be missed with advanced notice. If member cannot make a meeting via Google hangout, other forms of communication should be attempted.
- No more than 2 meeting should be missed throughout the duration of course.
- +/- 10 minutes unless notified another team member of the situation and approximate time that member will be attending the meeting.

Performance

- The deliverable should be posted to the Google Drive no later than Saturday at 1200PST, for review by the Configuration Management Director.
- The Configuration Management Director will notify the Project Manager when the document is ready to be posted.
- Deliverable shall be turned in on the agreed upon time and meet the requirements specified by the rubric or syllabus and posted to the team Google Drive.
- Late work will not be tolerated without prior notification to the team with an explanation.
- The Team majority determines if the quality of work meets the Team's specified standards.
- A team member is considered not meeting standards when team members need to consistently modify the member's work to meet rubric or syllabus standards.
- Zero tolerance policy on Plagiarism.

Conflict

- The team will create a positive virtual environment where each member has the opportunity to speak (round table).
- The team will self police the virtual team meetings to ensure communication is inclusive of all team members
- The whole team would consider ideas and decisions would be made by majority vote.

Sanction Issues (ejecting a member)

- A Team member will be fired from the team when the member has failed to attend meetings and performance criteria specified above.
- The member must be given two written notices (copying the professor) before the team can eject a member.
- Ejected members will be assigned a research paper (a topic selected by the professor), due at the last class and will only be able to receive maximum 85% of the team project value.

Evaluation of Members

- Group members will share equally in the group grade unless this section specifies an alternative
- The alternative should provide timely feedback thereby warning delinquent members and providing an opportunity for improvement
- The evaluation should be objective, unbiased, and fair based of the criteria specified in the behavioral norms and expectations

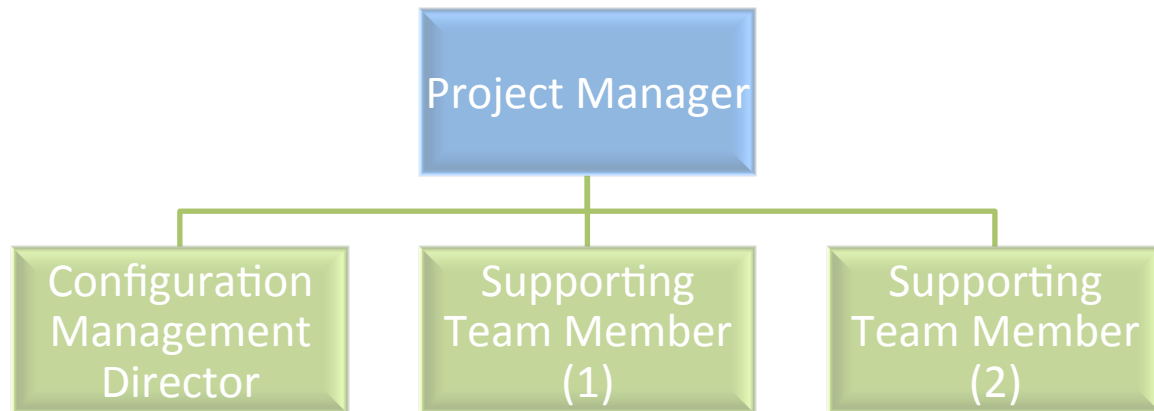
2) Organization

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Team 1 Organizational Structure The project manager and configuration management director positions will be standard positions each week. The members filling these positions will change weekly.

Work Breakdown Schedule	Assigned Position (Rotational)		
Specified Week	Project Manager	Configuration Management Director	Supporting Team members
Week 1	Member 1	Member 2	Member 3, Member 4
Week 2	Member 2	Member 3	Member 1, Member 4
Week 3	Member 3	Member 4	Member 1, Member 2
Week 4	Member 4	Member 1	Member 2, Member 3
Week 5	Member 1	Member 2	Member 3, Member 4
Week 6	Member 2	Member 3	Member 1, Member 4
Week 7	Member 3	Member 4	Member 1, Member 2
Week 8	Member 4	Member 1	Member 2, Member 3
Week 9	Member 1	Member 2	Member 3, Member 4

Team 1 Organizational Chart



Decision Making

- Decisions will be made through majority vote. If a vote ends in a split decision, the project manager (or acting project manager) vote will sway the vote. If a member of the team is not available, a majority vote will be delayed (time permitting) until all members have had an opportunity to vote (via any communication mean available). If a decision must be made and a team member is unreachable, the project manager or acting project manager the vote will be made with the members available utilizing majority vote.
- All team decisions will be made using this majority vote method.

Organization of Meetings

- Meetings will begin with introductions and the purpose of the meeting will be stated
- The project manager and configuration management director positions will be standard positions each week. The members filling these positions will change weekly.
- Expectations and deliverables for the upcoming week will be determined and agree upon by the team.

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3) Signatures

Name	Signature	Date
Member 1	//CMC//25 Oct 2014	10/25/2014
Member 2	//adc//25 Oct 2014	10/25/2014
Member 3	//DAS//25 Oct 14	10/25/2014
Member 4	//iww//25 Oct 2014	10/25/2014