

**Team 1 Charter**  
**PMGT101**  
**Project Management Is A Blast**

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

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### 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.

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

# 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**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
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