Group Team Charter

by

Troy Stempfley

Embry-Riddle Aeronautical University Worldwide
Online Campus
PMGT 690
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Team One Charter Guide

Stephen Bohan

Woodson "Doyle" Hutcheson

Allen Leckband

Josh Price

Troy Stempfley

Aron Walton

PMGT 613

Assessing and Managing Project Risk

Sunday March 27, 2016

I. NORMS & SANCTIONS

Behavioral Norms & Expectations

Meetings and Attendance

- How often should we meet and how long should the meetings last?
  - Because members of the team are located in different time zones it would be difficult to have a set meeting time. Instead, group members are required to review the discussion board no later than Tuesday and the deadline for any deliverables will be NLT Friday of each week. Once submitted, the group will review the deliverables on Saturday and approve for submission by the due date/time on Sunday

- When is it ok to miss a meeting?
  - The team member should inform the rest of the group if/when they are unable to participate in in the weeks assignment as soon as possible

- How many meetings can a member miss?
  - There is no set number if the if excused (See above)
  - If a member misses more than one weekly assignments (Unexcused) the professor will be notified and the member will be ejected from the group

- How do we deal with lateness?
  - If a group member believes they are going to be late with their portion of the weeks assignment they will inform the group so other arrangements can be made

- What does "on time" mean?
  - Any assignments turned in past the agreed to time/date will be considered late

Performance

- What do we mean by performance? Define specifically.

- A group member is expected to complete their assignments time and minimal mistakes

- Is late or incomplete work acceptable?

  o Late or incomplete work is only acceptable if the group is informed and agrees to an extension

- How is "quality of work" defined and who determines?

  o Quality of work is defined as documents that are grammatically sound and free of formatting and/or spelling errors. Documents will be reviewed by the group and before being approved for submission

- How will we know if someone is NOT performing? Be specific, give examples.

  o Not meeting deadlines

  o Not providing quality deliverables

  o Late and/or missing assignments

Conflict

- How will the team encourage positive/creative conflict and discourage negative/dysfunctional conflict?

  o Everyone in the group must agree to create and participate in an environment that is free of any unhealthy conflicts. If there are any conflicts that arise they will be addressed and resolved at the lowest level possible first. If a conflict reaches a stage where it is insolvable then issue those team member(s) shall inform the project manager and if the PM is unable to resolve the issue the professor will be informed and a decision will be made to eject the individual(s) from the group.

- How can the team encourage and manage differences of opinion and different perspectives?

o Team members should be encouraged and allowed to speak and provide their opinions freely without fear of ridicule or reprisal

Sanction Issues (ejecting a member)

- Identify the specific rules/criteria for firing a team member. These should be tied to the Behavioral Norms & Expectations section above. These can be integrated into the above section

    o Ejecting a team member should be the last resort. Every effort should be made to correct the deficiencies and/or resolve the conflict but if those efforts fail the team member may need to be removed. The criteria for removing a team member shall be:

        - Missing more than one assignment without informing the group

        - Being late on more than two assignments without receiving approval from the group

        - Being party to a conflict with another group member that cannot be resolved by the project manager

- **You must give two _written_ notices (copying the professor) before you can eject a member.**

- Ejected members will be assigned a research paper (a topic selected by the professor), due at the last class

Evaluation of Members

- Group members will share equally in the group grade unless this section specifies an alternative

- Open communication between the group members will ensure that each member is providing adequate input.

- The evaluation of team performance will be measured against the Performance criteria listed above.

- The evaluation should be tied to the Behavioral Norms & Expectations section above

II. ORGANIZATION

Organizational Structure

- Each week the group will decide on a Project Manager who will assign tasks and be responsible for the final delivery of the assignment.

Decision Making

- Decisions will be made based on a consensus vote.

- Release of final deliverables will be decided by unanimous vote.

- Consensus vote requires an agreement of the team members against only one-member dissents.

Organization of Meetings

- When meetings arise, they will be over teleconference or other methods of communication, to include, texting, and email via personal or school email, and the discussion board, and an explicit review of the assignment's requirements will be made, a brief discussion of member opinions, and the Project Manager will decide on a path forward while delineating tasks to most capable team member.

- Roles of Project Manager, Time Keeper, will be made at the start of the meeting.

- Project Managers will be made on a rotational basis and are required to keep the group on track, quell any dysfunctional conflict that arise, and to ensure that each member acknowledges assigned tasks/action items and a deadline for turn-in.

III. SIGNATURE PAGE

- Each member must sign the charter indicating that they agree to be held to its conditions

Signatures

Name	Signature	Date
Stephen Bohan		
Woodson "Doyle" Hutcheson		
Allen Leckband		
Josh Price		
Troy Stempfley	//Digital Signature//	26 Mar 16
Aron Walton	//Digital Signature//	26 Mar 16