

Team Building

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SOFT KITTY SUDS

Business Overview & Team Building Plan

ABSTRACT

Soft Kitty Suds is an organization devoted to improving bath-time ventures with your clawsome, feline friend. The document shall serve to provide business colleagues and stakeholders information in regards to Soft Kitty Suds Vision, Guiding Principles of Business, and Business Rewards, Recognition & Team Building.

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PMGT 611: Anatomy of Project Organizations
November 2016

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Overview

Soft Kitty Suds was the brain-child of one of Group Alpha's enthusiastic team calls and was created to lend credence to the team building assignment. The group call was filled with cat facts, animal bath-time product reviews, and the love of Big Bang Theory. Soft Kitty Suds is a group of moisturizing, calming bath-time products to help improve the overall experience for both cats and their owners. As the product market begins to take-off, the leadership of Soft Kitty Suds felt that it was pertinent to establish a vision, as well as guiding principles, for the organization to ensure that the determined core values of integrity, honesty, and compassion are maintained through the foreseeable growth of the business.

Vision Statement



Figure 1: Soft Kitty Suds Vision Statement

The leadership team of Soft Kitty Suds feels that the vision statement, in *Figure 1* above, embodies the essence of the business. Soft Kitty Suds was founded after Team Alpha realized the real need for a product to help provide less stressful bath-time experience for cats and their owners alike. With this in objective in mind, the team sought to provide a group of high-quality

products that not only soothed your feline friend but also provides copious health benefits. Along with working to improve the well-being of our feline friends, we find it is also important to protect the environment. Therefore, Soft Kitty Suds is dedicated to finding sustainable manufacturing and packaging techniques to help preserve the world in which we all reside.

Guiding Principles of Business:

The leadership team at Soft Kitty Suds is dedicated to the core values written in the vision statement. Therefore, business shall be conducted in alignment to the following guiding principles:

Core Principles:

- We shall have mutual respect for all business roles.
- We strive to exceed the expectations of our customers, employees, and stakeholders.
- We will be accountable as individuals and as a team.
- We will celebrate all success.
- We will conduct ourselves with integrity and compassion in all business matters.

Team Rules:

- Formal business, non-emergent, meetings shall be conducted under a specified agenda, distributed no later than 48 hours before the scheduled time. Modifications to the agenda shall be discussed with the Project Manager.
- All business meetings (formal and informal) shall retain meeting minutes. Meeting minutes shall be distributed no later than close of business, same day, to all intended participants.
- Specified team member responsibilities shall be assigned by the Leadership Team; these are inclusive of, but not limited to: Project Manager, Quality Lead, Communications

Lead, Procurement/Finances Lead, Engineering Lead, and Safety Lead, Document Control, and Coordinator.

- A formal communications plan and organizational plan shall be implemented to help govern business practices.
- All team members shall strive to maintain best practices in all business processes.
- Team members shall submit forms of communication to the project manager and the communications lead (phone and email preferred).
- Timely reports and communications shall be submitted to stakeholders and teams on a regular pre-determined frequency.
- Leads shall receive weekly updates from all direct reports, and provide updates to Leadership Team (and/or Project Manager).
- Changes to documentation (inclusive, but not limited to rules, core principles, business documentations, communications plan, quality plan, etc.) shall be presented to the Leadership Team; majority vote shall hold firm. In cases where majority vote cannot be reached, formal business negotiation practices shall be engaged.

Business Rewards, Recognition, & Team Building:

Rewards:

Individual and Team success shall be rewarded in appropriate terms governed by the appointed Leadership Team. Successes of the business shall be celebrated continuously.

Recognition:

Individual and Team successes shall be celebrated in the form of informal and formal recognition. Formal recognitions shall be made in monthly Townhall meetings, as well as the weekly business newsletter. Informal recognitions shall be made at any point to the individual, or

team, directly. Anonymous recognition can be made through the Leadership Team and/or the Communications Lead.

Team Building:

Team building is a process designed to improve the performance of a team (Larson and Gray, 2014, p. 665). The team building events were selected, from a survey of seven choices, by each member of Group Alpha. Each event is designed to strengthen trust, team building and elevate team performance through collaboration, social interaction, communication, and problem-solving exercises. Continued team building will prevent the team from stalling and losing focus on their project objective(s).

The top three events are presented below. Monthly team building will be scheduled for project teams, functional teams, and the Leadership teams. Team building activities will include, but are not limited to:

- Team Wine & Design Night
 - Team members are welcome to gather, enjoy complimentary beverages while participating in a team image/scene painting activity.
- Straw Bridge Building (Competition)
 - Team members will be placed into groups of three or four. Groups will receive five packs of flexible plastic drinking straws and two rolls of masking tape.
 - Groups will receive 30 minutes to construct a bridge made of straws. Awards will be given for design, strength, and durability.
- Community Service
 - Soft Kitty Suds will organize one Community Service event per month. Events will range from days and times based on the needs of the community. Supporting

the community, environment, and furry friends are an important part of the
business culture at Soft Kitty Suds.

References

Larson, E. W., and Gray, C. F. (2014). *Project Management: The Managerial Process* (6th Ed.),
New York, NY. McGraw-Hill