

Group Assignment 1: Team Charter

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Northeastern University College of Professional Studies

PJM 5900-20053 Foundations of Project Management

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Purpose of the Team

The purpose of this team is to collaborate for the Foundations of Project Management course on the group assignments. We hope to achieve a decent grade while learning more about Project Management. We plan to utilize our past experiences, different skill sets, and collective knowledge gained from the course to assist each other throughout the twelve weeks of the course.

Team Background and Composition

Team Member Name	Team Member Background, Competencies, and Responsibilities
Ainsley Watkins	<p>Role: Recorder Background: Bachelor of Science in Hospitality & Event Management, Master of Education in Higher Education Administration. Prior work experience in Event Management and more currently as a Program Manager in Higher Ed</p>
Jonella Esposito	<p>Role: Facilitator Background: Bachelor of Science in American Sign Language Interpreting. Prior work experience in Residential Behavioral Care (4 yrs), Education (2 yrs), Interpreting (4 yrs), and currently working in administrative roles.</p>
Tracy Chiappari	<p>Role: Support Background: Bachelor of Science in Computer Science. Prior work experience as a software engineer and project lead in a remote environment over the last 18 years.</p>
Sarah Gullion	<p>Role: Leader Background: Bachelor of Arts in Psychology, 15 years as an Allied Health Professional working in Healthcare Administration and Operations</p>

Team Roles and Rotation Schedule

With the goal of familiarizing the team members with all roles and responsibilities within the team, we will rotate roles for each assignment deliverable as assigned by the Course Instructor. Should unique or unexpected circumstances occur, roles may be discussed and reassigned for that particular stage of the course to meet the team member and project needs.

Contact Information

All team members are reachable via Canvas. In addition, primary phone numbers and emails have been exchanged and independently recorded by each team member to facilitate communication.

Communication Tools and Techniques

All communication will be achieved via one of the following tools, with an emphasis on asynchronous methods of collaboration to minimize scheduling conflicts.

- **Texting** will be used for all primary communication and discussions.
- **Zoom** will be used for face to face meetings and recording visual presentations.
- **Google Docs** will be used for collaborative documents.
- **Canvas** will be used to turn in assignments and as a primary means of communication with the professor.
- **Email** will be used for Zoom invites, time-insensitive communication, and as a secondary means of communication with the professor.

Ground Rules

All content of group work will be finalized by 2pm on Sundays so it can be edited and read through by the team before submission. This rule is flexible based on the needs of the team as a whole. We will not hold team meetings on Mondays due to scheduling conflicts. There are no time restrictions for when communications (texting, emails, etc) can occur, but response time is expected to be varied in order to respect each other's time outside of class work. If there are days where one team member will be fully unavailable for work we will share that information as needed so work can be completed in a timely and fair manner.

Decision Making Process

All decisions will be posed to the entire team via text, email, or during any “live” virtual discussions. As a team, we will discuss options. A decision will be made based on

what is best for the team, as well as what will be the most effective approach to providing quality work for each assignment.

No two discussions or opportunities to make a decision will be alike, some will require more time and a structured approach, while others can be discussed informally so the project may move forward. All decisions must be made in a timely manner to respect each other's time outside of this class and so work on each project may begin.

Conflict Management Approach

Any conflicts that arise within the team will be brought forward to the entire team for discussion and resolution. This includes interpersonal conflict that could affect our team's ability to work together. As well as any external issues that come up which will directly impact the work. All conflicts will be approached with an open mind and discussed in a respectful manner amongst each other.

Team Performance Assessment

The team will use the Self + Peer Assessment spreadsheet provided by the professor to assess each other at each weekly stage throughout the course. Within the duration of each project stage, team members will be expected to adhere to task-oriented goals and the agreed-upon task deadlines. If a team member does not complete their assigned portion of the work by the assigned deadline, the Project Manager/Leader will follow up with the team member directly to discuss performance.

Conclusion

The team is optimistic and enthusiastic to work together. After the first meeting and discussing everyone's background and expertise, we think we will work smoothly and efficiently to achieve the goal of receiving a decent grade while learning more about project management.