

# Alpha Inc.'s Team Charter

- I. **Purpose:** This document is expected to serve as a road map for the conduct by the team members of the business of this project. It is understood that this will be a live document subject to modification as required and approved by a simple majority of the registered team members.
- II. **Team Project Objectives:** Based on the teams initial assessment of the scope of work for this project, it is agreed that our goal will be to complete the project 14 business days ahead of plan and 8% under budget. These pursuit of these goals will not be allowed to compromise customer satisfaction nor impair the quality of the products and services provide in the delivery of this contract.
- III. **Point of Contact:** Alexander Hamilton, our Project Manager, will be the single point of contact with the project stakeholders involving all communication directly effecting the timely execution of the contract. All issues that will effect either time or dollars will be routed through Alexander. Team members will be expected to interface with project stakeholders on other routine business.
- IV. **Personal Diaries:** It will be the responsibility of all Alpha, Inc. team members to maintain a personal diary and record all conversations that provide or give directions to or from the client. This diary and periodic updates will be recorded in the Project Control Book (PCB) and maintained in the team room online. The Office of General Counsel will send a representative to meet with the team members in a pre-planning session to review the items that Alpha, Inc. are expected to be included in these diaries.
- V. **Working Hours:** Alpha's project team will be required to provide telephone support for Project Stakeholders from 8:00AM through 5:00PM. A schedule will be established nominating the key members of the project team who will be required to work a normal work day. Other team members may work on a flexible time schedule ranging from 6:00AM to 7:00PM. These flex hours will be suspended during FAT and SAT.
- VI. **Vacations:** Because the end date of the contract in non-negotiable, and the length of the contract is 6 months, joining the team implies that all team members agree to schedule any vacations after completion of their activities or after the project, which ever comes first and is approved by Alexander.

VII. **Respect:** All team members agree to respect each other opinion and act in a professional and ethical manner according the policies set for in their contract with Alpha, Inc. We will entertain all ideas and worked together to create the best possible solutions for the customer and Alpha, Inc.

VIII. **Meeting:** Team Project Status meetings will be held each Tuesday morning at 8:00AM. Attendance is required and missing a meeting will need to be approved by Alexander. These meetings will follow a pre-published agenda and will last no longer than one hour. Should your schedule require you to miss a meeting you will be responsible for reviewing the minutes of the meeting to maintain and up to date understanding of the status of all issues. The five team members accumulating that greatest number of negative points for absenteeism and tardiness will be required to perform a one act play on a quarterly basis. Subject matter to be determined by remaining team players.

On a rotating basis, team members will be responsible for serving as scribe at team meetings and customer progress meetings. Outline of these duties will be discussed at first business meeting.

IX. **Reporting and Metrics:** Our work breakdown structure which we will all participate in constructing, together with our schedule, will be maintained online in the team room in a read only status. Ralph, our project administrator will be responsible for updating this schedule prior to team and project meetings. This will require accurate input from all team members on a timely basis. This will be accomplished using the email facility in Primavera's Suretrak software. Other information may be required by Ralph to satisfy reporting requirements to upper management which may also involve the effort of some or all of the team members.

The timely submission of time sheets will be a requirement of all team members. Time sheets will be filed no later than Monday morning at 10:00AM to Ralph. Failure to comply may result in delay of team members receiving their pay check.

X. **Change Order Management:** Alexander's WBS rule for this project is, "if it not in, it's not on" which translated means that any work performed which is not listed as a task on the WBS and hence not billable will be done at risk by team members. So, be sure to submit all COR to Alexander prior to executing any work required. Specific CO procedures will be reviewed at the first business meeting.

XI. **Job Descriptions:** There are no job descriptions for this project. There is only task definitions maintained in the Project Schedule. This has been done purposely to eliminate jurisdictional disputes. Everyone is expected to contribute to any and all tasks on this project to the best of their ability,

ranging from the mundane to the technically complex. In signing this team charter, each team member agrees to contribute without restriction and in spite of the task assigned.

**XII. Mentoring:** As is true of all projects, there are aspects that will allow all of us to grow in experience and responsibility. We will hold three mentoring lunches per month where team members may be asked to share their experience and wisdom. Please be prepared as the subject matter may or may not necessarily pertain to the project.

**XIII. Escalation:** When issues arise that are confrontational and resolution is not achieved, they will be elevated to a senior committee established by Alexander from team leads. Upon further review, if the issue is not resolved and Alexander is unwilling or unable to provide closure, it will be elevated to God, who is our Program Manager for arbitration and final resolution. He has agreed to serve in that capacity and render decisions accordingly.

**XIV. Awards and Celebrations:** As a result of maintaining a To Complete Performance Index of no greater than 1.05%, Alpha, Inc. will provide lunch at the restaurant of choice at the end of each quarter. Special awards will be given at each occasion. Should the team meets is nominated goal, Alpha, Inc. will make available \$5000 or 40% of the savings of the budget as a reward to be used as agreed by the team.

**XV. Project Closeout:** Alexander will work with Human Resources one month prior to project completion to determine team members next assignment. The expectation is that the team members will maintain their focus at this very critical time of the project. Prior to receiving a release from Alexander, each team member will file a report about their work on the project and participate in a review of all deliverables and documents for which they were responsible.

**Signed:** \_\_\_\_\_  
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