**Team Charter**

**Purpose Statement**

The purpose of our team’s formation, “The Graduates,” is to find a solution for creating a dynamic syllabus accessible via a web site. This project seeks to employ web technology to make a syllabus relevant for every class meeting in a way that benefits the students and conveys the objectives that are intended in each lesson and assignment.

**Analysis of Strengths and Developmental Needs**

An analysis of our team’s strengths and developmental needs has been conducted to assess our technical ability to complete this project.

**Strengths:**

* Knowledge of Database Management
* Knowledge of Wordpress Configuration
* Knowledge of Windows/Linux Server

**Developmental Needs:**

* Unforeseen Technical Obstacles

**Functional Roles**

Project Manager - Jon Reagan

Database Lead - Jibril Hersi

Design Lead - Christopher Jamison

Business Analyst - Neal Bonaparte

**Team Process Management**

***Team Meetings***

Team meetings will be conducted weekly on Thursdays from 1:45pm to 3:30pm in a location determined by the group. A list of topics as well as any new issues that arise will be discussed each meeting. In addition, a record of each meeting’s discussion will be kept as documentation for the project.

***Decision Making Process***

Every team decision will be made by consensus with a final decision in respect of the consensus provided by the Project Manager.

***Team Communication***

Team communication will happen face to face, through cell phones, school email, and through the Google Drive document service. Team communication with the Project Sponsor will only occur after the team has discussed the content of the message, thus following standard project communication policy.

***Team Member Expectations***

Team members are expected to maintain several standards in their actions:

* Act professionally, both in the content of work and in conduct when representing the team
* Complete all responsibilities to the best of their abilities
* Be present at all team meetings and otherwise provide timely notice of absences
* Be a good team player

***Assessment of Team Effectiveness***

Team effectiveness will be measured based on the ability to stay on the team’s agreed upon schedule and the quality of our work in respect to the goals set forth in the Project Proposal documents.

**Project Deliverables**

The following are deliverables for this project:

* Project Initiation Documents (Team Contract, Project Scope, and Team Charter)
* Project Proposal Document
* Requirements Document
* Design Document
* WBS in AceProject
* Presentation
* Presentation Checklist
* User Documentation
* Maintenance Documentation
* Archived Project Documents

**Project Milestones**

The following table details the milestones for this project:

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| **Milestone** | **Description** |
| 1 | Project Initiation |
| 2 | Project Proposal |
| 3 | Finalize Requirements |
| 4 | Finalize Design |
| 5 | Testing |
| 6 | Project Implementation |
| 7 | Project Sign-Off |