

MILESTONE

*Providing Stepping Stones
Along the Path to Success*



A WOMAN-OWNED
SMALL BUSINESS

TEAM
CHARTER

We all know the benefits of a project charter. This document formally authorizes the project and details its purpose, schedule, and expectations. Hours are spent on this document to get the project on track from the very beginning. How much time, though, is spent on a team charter? There are probably some reading this who have never heard of a team charter. If we spend so much time preparing the expectations of a project, shouldn't we also take time to define the expectations of the team?

It's an unsettling feeling when you're placed on a team, but very little time is given to explain what your role is. It's even more unsettling if you're assigned as the team leader without understanding what it is that your project is to accomplish! Having a team charter explaining the purpose of the team, its objectives, resources, and constraints will lead to team buy-in by knowing what is expected of each team member.

Let's look at areas to include in a team charter.

Team Purpose - In a single sentence, describe the purpose of your team.

Team Context - Every team member should know how he or she fits into the project. What is their job? To whom are they accountable?

Team Goals - Detail how your team will contribute to the overall project. What outcomes will be achieved and how will they be measured?

Team Roles - Identify the boundaries each member has. Make sure that everyone understands what job they are responsible for.

Team Work Processes - Determine what project management processes will be used during the project - traditional, Agile, or hybrid. How often will there be meetings? How do you communicate with stakeholders?

Team Decision-Making - Understand how much authority the team has in decision-making. Are they empowered to make decisions as needed or do they have to go through upper management?

Team Norms - Create a Code of Conduct for how your team will interact with each other. How will you manage conflict?

When the team charter is created, involve the entire team. During a brainstorming session, answer the above-mentioned questions. Gain input from everyone but select a smaller group to take all the ideas and condense them into a single document which will be given to all team members and posted in group workspace areas. If your team starts to go off track, refer back to the charter.

Adapted from www.ccl.org/articles/leading-effectively-articles/what-is-this-team-for-and-why-am-i-here/

UPCOMING FREE WEBINAR

TEAM CHARTER:
CREATING A TOOL WHICH
GIVES STRUCTURE AND
ACCOUNTABILITY FOR
TEAM INTERACTION

FRIDAY, FEBRUARY 10

10:00 - 11:00 AM CST 1 PDU

TO REGISTER, GO TO

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SATISFIED CLIENTS OF THIS COURSE

FAA

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City of Columbia, MO

Oklahoma State University

University of Texas

MASTERING PROJECT MANAGEMENT - 3 DAY

PDU's - 19.5

PMI's Talent Triangle Breakdown

Ways of Working (Technical) - 18.75

Power Skills (Leadership) - 0.75



face-to-face



virtual
instructor-led

Course Description: This three-day course will provide an overview of the project management process. It will include applicable hands-on activities and team exercises to reinforce project management core competencies. Participants will learn tools and techniques which will help them run their projects faster and more effectively. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*.

Course Objectives:

Objective 1: Recognize the process groups and knowledge areas of project management

Identify the benefits of project management

Describe the project manager's role in project management

Describe project charter

Distinguishes the scope of a project including scope statement and scope definition

Objective 2: Analyze activity sequencing and various tools: precedence diagramming method, arrow diagramming method, conditional diagramming methods

Examine various estimating tools: analogous estimating, parametric estimating, PERT estimating, etc.

Examine tools for schedule development including critical path method, duration compression, simulation, and critical chain method

Interpret quality planning and examine tools such as benefit cost analysis, benchmarking, and flow charting

Examine communication planning

Objective 3: Discuss cost estimating and cost budgeting

Explain earned value analysis including:

- Schedule variance

- Cost variance

- Cost performance index

- Schedule performance index

Define and recognize procurement planning

Examine contract types: fixed price, cost reimbursable, time and materials, unit price, and target price

Discuss the solicitation process

Objective 4: Define and describe the following:

Project team

Characteristics of effective and ineffective teams

Destructive and supportive roles of team members

Team motivation

Team development

Objective 5: Evaluate how to perform quality assurance

Discuss scope verification, control, and reporting

Analyze ways to handle scope changes

Identify scope creep

Discuss schedule control

Discuss cost control

Objective 6: Summarize ethical considerations

Objective 7: Examine the process of closing a project including contract closure



A WOMAN-OWNED SMALL BUSINESS (WOSB)



Providing quality, customized training and consulting services that inspire, educate, and equip organizations to be better tomorrow than they are today.

DR. KEITH MATHIS, PMP, PMI-ACP, CSM
WANDA MATHIS, M.ED. PMI-ACP

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VALUES STATEMENT

Every person has worth and should be treated with respect.

AREAS OF EXPERTISE

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