**PME 601**

**TEAM CONTRACT**

**Team Name:**

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**Project Name:**

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**Date:**

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**A. Project Scope**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**B. Commitments:**

As a project team we will:

* Only agree to do work that we are qualified and capable of doing.
* Be honest and realistic in planning
* and reporting project scope, schedule, staffing and cost.
* Operate in a proactive manner, anticipating potential problems and working to prevent them

 before they happen.

* Promptly notify our customer(s) and sponsor of any change that could affect them.
* Keep other team members informed.
* Keep proprietary information about our customers in strict confidence.
* Focus on what is best for the project as a whole.
* See the project through to completion.

**C. Team Meeting Ground Rules: Participation**

We will:

* Keep issues that arise in meetings in confidence within the team unless otherwise indicated.
* Be honest and open during meetings.
* Encourage a diversity of opinions on all topics.
* Give everyone the opportunity for equal participation.
* Be open to new approaches and listen to new ideas.
* Avoid placing blame when things go wrong. Instead, we will discuss the process and explore

how it can be improved.

**D. Team Meeting Ground Rules: Communication**

We will:

* Seek first to understand, and then to be understood.
* Be clear and to the point.
* Practice active, effective listening skills.
* Keep discussions on track.
* Use visual means such as drawings, charts, and tables to facilitate discussion

**E. Team Meeting Ground Rules: Problem Solving**

We will:

* Encourage everyone to participate.
* Encourage all ideas (no criticism), since new concepts come from outside of our normal

perceptions.

* Build on each other's ideas.
* Use team tools when appropriate to facilitate problem solving.
* Whenever possible, use date to assist in problem solving.
* Remember that solving problems is a creative process

**F. Team Meeting Ground Rules: Decision Making**

We will:

* Make decisions based on data whenever feasible.
* Seek to find the needed information or data.
* Discuss criteria (cost, time, impact, etc.) for making a decision before choosing an option
* Encourage and explore different interpretations of data.
* Get input from the entire team before a decision is made.
* Discuss concerns with other team members during the team meetings or privately rather than

 with non-team members in inappropriate ways.

* Ask all team members if they can support a decision before the decision is made.

**G. Team Meeting Ground Rules: Handling Conflict**

We will:

* Regard conflict as normal and as an opportunity for growth.
* Seek to understand the interests and desires of each party involved before arriving at answers

 or solutions.

* Choose an appropriate time and place to discuss and explore the conflict.
* Listen openly to other points of view.
* Repeat back to the other person what we understand and ask if it is correct.
* Acknowledge valid points that the other person has made.
* State our points of view and our interests in a non-judgmental and non-attacking manner
* Seek to find some common ground for agreement.

**H. Meeting Guidelines:**

* Meetings will be held every \_\_\_\_\_\_ days/weeks/months.
* Meetings will be called by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Agendas will be issued every \_\_\_\_ days/weeks in advance by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Meetings will be facilitated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Evaluations of meetings will be conducted every \_\_\_\_\_\_ meeting.
* The scribe will issue minutes within \_\_\_\_\_\_ days of the meeting.

**I. Meeting Procedures:**

* Meetings will begin and end on time.
* Team members will come to the meetings prepared.
* Agenda items for the next meeting will be discussed at the end of each meeting.
* A Parking Lot will be used to capture ‘off-the-subject’ ideas and concerns.
* Unresolved issues will be added to the Issues list.
* If a team member can not attend a meeting, he/she will send a representative with authority to make decisions.
* Meeting tasks will be rotated among members.

Signatures: