**MGMT655 Team Charter**

**Team Members and contact information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Preferred Email | Phone Number | Time Zone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Purpose Statement and Team Objectives:**

**Team Values:**

List the values/behaviors you will use to effectively achieve your mission.

*Values might include behaviors such as listening with an open mind, sharing knowledge, respectful communication, take responsibility/no blame, decisions based on reasoning, etc. Come up with your own list!*

**Team Expectations:**

Collectively identify a list of expectations for team members.

*Expectations might include behaviors such as keeping commitments, being proactive in staying current with your team, everyone contributes, process if someone does not keep commitments, etc.*

**Team Meetings and Communication:**

Working as a virtual team can present some challenges in terms of communication. Identify when and how the team will meet/communicate with one another. Include how to communicate with those who can’t attend.

**Team Assessment:**

Identify the strengths and weaknesses of each team member.

*For this course, identify who is most comfortable with the simulation and with Finance. Be sure to tap into these skills in your team process.*

**Functional Roles:**

Based on skills and interests, indicate each individual’s role and their tasks for the team project. Define the responsibilities of each role.

# COO/ Team Leader –

Organizes team meetings, facilitates team discussions,facilitates problem solving and collaboration, and strives for team consensus and win-win agreements. The COO collects and compiles the Product Manager slides for the Board of Directors presentations (Group Projects), adding a “state of the business” executive summary-type slide, a finance slide, and, ideally, a “lessons learned” slide. Typically, the COO makes the final Finance decisions just before simulation round close when financing needs for the company are available in the Pro Formas.

# Product Managers (VPs)–

Each team member selects one sensor product to manage. There are five sensor products in each company. If there are only five team members, then the COO also will manage a product. The Product Managers (VPs) will make all functional decisions for their product – R&D, Marketing, and Production. No decisions will be made for another VP’s product without their agreement. Each VP will create at least four slides for the Board of Directors Presentation (Group Project), including a cover slide, and one slide for each functional area. Ample notes explaining and assessing decisions are included. The slides are submitted to the COO and Instructor.

Fill out the table below to confirm product management responsibilities. The sensor names begin with the same letter as the first letter of your company name. E.g., Cid is the high end sensor for the Chester company. You will find the sensors and associated primary market segment listed on page 4 of the Round 0 Courier in the Reports section of CapSim.

|  |  |  |
| --- | --- | --- |
| **Market Segment** | **Sensor Name** | **Product Mgr.** |
| Traditional |  |  |
| Low End |  |  |
| High End |  |  |
| Performance |  |  |
| Size |  |  |

**Project Plan and Timeline:**

**Group Project 1:** *Team Charter*

**Group Project 2:** *Group Presentation to the Board of Directors regarding Practice Round 1 decisions and outcomes*

**Group Project 3:** *Group Presentation to the Board of Directors regarding Competition Round 1 decisions and outcomes*

**Competition Rounds 2 through 4:** *Continue to play to earn Stars and strive for the honor of being in the top ten percentile of all teams currently playing the simulation*