## **Cybersecurity Technology Program**

## **Team Project Charter for Group Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teamwork**

Studies on teamwork outline the typical team stages of forming, storming, norming, and performing (see Tuckman, Bruce W. (1965), "Developmental sequence in small groups," *Psychological Bulletin*, 63, 384-399.)

In order to do well, you and your team members must start communicating or "forming" immediately and discuss how you will divide the work. Review the project and if you have portions of the work that play well to your strengths, make this known to your team members. Then develop a project plan and schedule to get the work done.

Finally, agree on a communications plan, which allows your team members to know where the project stands. During this stage, you may have disagreements or differences of opinion about roles and division of work. This is a normal aspect of "storming."

Once you start agreeing on roles and tasks, you are well on your way to "norming." You should settle on a collaboration space and share drafts of your work in your classroom team locker so your team members and the instructor can see the work progression. All team members must contribute, but the deliverables need to be cohesive. Therefore, each of you will need to review each other's work and help each other. Part of teamwork is looking at each other’s work and providing constructive feedback and improvements.

If you sense problems during your team communications sessions, discuss risk management and project adjustments your team may need to make. If you sense trouble, contact your instructor and request intervention as soon as you recognize issues.

**Team Charter**

Projects without a plan or a charter are doomed for failure. This document is a commitment by team members to perform the assigned tasks according to the due dates and to post their portions of the work in the Group Discussion area according to the due dates. Posting of the work in the Group Discussions area is a requirement to allow auditing of the work by program chairs and administration.

Once completed and executed, distribute a finished copy of the plan to each member. Every member should “electronically” sign the copy. The last person to sign should post a copy with signatures in the team area of the classroom.

|  |  |  |
| --- | --- | --- |
| **Team Name:** | **Course/Section:** | **Date:** |

| **Project Description and Research/Lab Requirements**  |
| --- |
|      |

| **Name** | **Assigned Work** | **Date Draft Posted to Team Area** | **Final Portion** |
| --- | --- | --- | --- |
| 1. |   |   |   |
| 2. |   |   |   |
| 3. |   |   |   |
| 4. |   |   |   |
| 5. |  |  |  |

| **The Project Plan - How Does Your Team Plan to Complete the Project?** |
| --- |
|   |

| **Project Research - How Will Your Team Conduct the Research and/or Lab Activities Required for this Project?** |
| --- |
|      |

| **Report Writing and Slide Presentation Preparation - How Will Your Team Handle Writing, Collating, Editing, Citing, and Presenting the Deliverables** |
| --- |
|       |

| **Other:** |
| --- |
|       |

| **Acknowledgement of Agreement** |
| --- |
| By signing we acknowledge that we actively participated in the development of this project plan and agree to abide by it. We agree to uphold UMUC requirements for academic honesty, and we agree to contribute our original work to the team with appropriate citations as needed in accordance with UMUC academic standards.  |
| Signatures:      | Date: |