



A20.01 – Developing the Team Contract

Summary:

In this activity, the students will begin thinking about the project structure and management they will need to successfully design, develop, and operate their balloon payload. Students will coordinate their effort to construct a Team Contract that will define the organization of their team and interaction between members.

Materials:

1. Computer with word processing software
2. (Optional) Computer projector system for presentation

Guidelines for Activity:

1. Identify and write down your “rules of engagement” for how you will operate as a project team.
2. The Team Contract should include, but not be limited to, the following items:
 - a. When will the team meetings be scheduled (include frequency & length)?
 - b. How will team meetings be organized and run?
 - c. What will be the specific roles and responsibilities for team members?
 - d. How will tasks be identified and assigned?
 - e. How will progress on tasks be assessed and tracked?
 - f. What procedure is used for incomplete or delayed tasks?
 - g. What will your conflict resolution process be?
 - h. How will project changes be documented and implemented?
 - i. What will your version control procedure be?
3. All team members need to participate in the development of the contract.
 - a. What issues not listed in step 2 should be included?
 - b. All voices should be heard and included in the contract negotiation.
4. A draft contract will be reviewed at the next LaACES session.
5. Following the review, you will need to revise their contract as a team to address issues identified during the review.
6. Steps 3 & 4 may need to be repeated more than once.
7. Once the contract is ready, all team member and LaACES management must sign the contract.
8. A signed Team Contract is a “controlled” document and subject to version control and a change log. Any changes to a “controlled” document must be approved by all stakeholders.