

Module Zero Assignment 2

Teams hold the keys to success in the workplace. They are the primary vehicles for delivering value to customers, solving problems, creating and implementing plans, developing new and innovative products, and making strategic decisions. Teams come in many forms and are known by many different names. Committees, task forces, leadership groups, executive boards, steering committees, to name a few, are all teams performing a specialized role in an organization. In all likelihood, you have either heard of or participated on a work team, project team, athletic team, quality review team, departmental team, employee involvement team, debate team, or some other team-like group operating with shared goals, objectives, and values.

Groups become teams through disciplined action. They develop a common purpose, define a common working approach, develop or acquire the appropriate skills, and hold themselves mutually accountable for results. Most teams have some discretion in distributing tasks and scheduling work, teach and train one another to develop better skills, evaluate one another's performance, provide each other feedback, and are responsible for the quality of team outputs. The ultimate success of a team depends on these and many other factors to be discussed in this class.

You face the challenge of organizing and developing a high-performing team for the purpose of learning and applying the concepts of information sciences and technology.

To this end, the second assignment you need to complete for this course is a Team Contract and a Memorandum of Understanding (MOU). This document should be a simple, two page document that outlines the following two sections of information:

Part I. Team Contract

- Your team's name – This can be anything you'd like. Since this is going to be how your instructor and other students will refer to you in the course, try to select a team name that represents who and what you are.
- Your team's list of participants – Clearly state who is on your team and how they can be contacted. Please include the email address you use the most, your phone numbers, Instant Messenger screen names, and any other way that you plan on communicating.
- Your team's communication plan – How do you think you will communicate with each other? Will you be doing real time chat sessions, communicating by email, phone, or will you be meeting every other day face to face? Documenting this up front will go a long way in establishing a clear plan for staying on target with your group work.
- Your team's code of conduct – How will you treat one another? This seems silly, but you should begin thinking about how your team will handle difficult situations. Keeping teams functioning smoothly will become one of the biggest challenges associated with solving the Problem Assignments. It is never too early to begin discussing how you will keep everyone on the same page. Think about the following issues: Will we be able to vote people out of our team? How will we handle team members who are consistently late to meetings? How will we handle missed due dates for portions of assignments?

- Your team’s statement on Copyright and Plagiarism – How will your team address the use of works protected under copyright law? How will you handle a team member’s violation of copyright law?

Part II. MOU

Using the first Problem Assignment in your course as the “project,” outline the following:

- Overview of the project goals – What are you ultimately trying to solve in this Problem Assignment? Document in a few simple sentences what you think the primary goal of the project is.
- Project Description – Provide a high-level overview of what you will be doing in a general sense. Do not worry about too much detail here, but provide enough detail so that anyone could pick up your document and understand what you are going to do.
- Overview of your understanding of the scope of work – What is it that the Problem Assignment is asking of your team? This should review the work outlined in the Problem Assignment.
- Overview of the project deliverables – Clearly state what you will be producing in your effort to solve the Problem Assignment. Your team should be able to locate this very easily in the Problem Assignment.
- Project Timeline – How long is it going to take you to solve the Problem according to the plan laid out by your team? Please include a weekly milestone chart that talks about what needs to be done that week to stay on track. This is very important! The Problems are large and will take much longer than an evening to solve.
- Project resources and team roles – To successfully complete this assignment, you will need to divide the labor quickly. With challenges the size of Online IST Problems, it is critical that you all take on specific roles and work to assemble as many pieces within your space efficiently. Document what the roles are within the team (Project Manager, Graphic Artist, Web Developer, Research, Quality, Writer/Editor, etc) and try to stick with them. You should also document what types of other resources you are going to need to solve this problem.
- Document your open issues – For the things you aren’t clear with yet, create a running list of questions you’ll need to solve along the way. Keep in mind questions that will need to be answered before you can successfully complete the Solution.

You should submit this assignment to your instructor and produce copies for everyone in your team. It is very important that you do this and keep the document handy. This document will be seen as a contract for your team. It is good practice to repeat this MOU process for each Problem Assignment.

In order to help you with this assignment, a Topic discussing project management and MOUs is available at the IST Solutions Exchange in the Online IST Overview Mini-Course from the following web address:

<http://solutions.ist.psu.edu/exchange/support/overview>

Submission Procedures For Module O Assignment 2

As a team, create your team document using Microsoft Word.
Save the file with the following naming convention:

teamname_assign2.doc

Submit the file as a Word document using the appropriate Drop Box in the Course Communication Space.

Assessment

Module Zero assignments will be graded using the Module Zero Rubric found on the next page.

Module Zero Rubric

Topic Area	Description of Achievement	Possible Points	Points Awarded
Assignment One: Introduction	<ul style="list-style-type: none"> Individual introduced him or herself in the appropriate Message Board within the Course Communication Space with his/her name as the Subject Line in the message. Outlined what his/her name was, what he/she hoped to get out of the course, and some information about him/herself. 	5 pts	
Assignment Two: Team Contract and MOU	<ul style="list-style-type: none"> Identified team name, team list of participants, team communication plan, team code of conduct, and team statement on copyright and plagiarism. 	5 pts	15 pts
	<ul style="list-style-type: none"> Provided an overview of project goals and a description of the project. Outlined scope of work and project deliverables. Identified project timeline and project resources needed. Documented any open issues. Submitted Team Contract and MOU in the appropriate Drop Box within the Course Communication Space. 	10 pts	
Total Number of Points		20 pts	