This assignment is the first task to be completed by student teams (4 to 6 people) in the Capstone course in the [Certificate in Project Management](). The assignment helps students set and clarify their own operating rules and communicate these assumptions to their instructor. It was developed lead instructors Jennifer Diamond and Debra Hildebrand.

Team Operating Rules

This assignment consists of drafting a team operating rules (TOR) document for your team. You can use a "meeting minutes" format from your first meeting to capture the operating rules and document them.

Remember – you should be rotating project manager responsibilities frequently so that everyone on the team gets practice acting as the PM. Use the course schedule and assignment due dates as inputs to deciding how to share the PM load to help the team stay on track.

Step 1: Have your first team meeting

Whether in class or online, you need to have your first team meeting to discuss your Team Operating Rules. After you have completed the case choice survey, your instructor will place you into teams. You will be able to see your team members within Canvas by:

- Clicking on the "People" link in the left menu
- Clicking on "Project Teams"
- Going to your team site and click on the "People" link in the left menu of your team site

Step 2: What to do in your meeting

During the meeting you should discuss and document:

- Team guiding principles and norms
- Communication methods and frequency with all stakeholders involved.
    - Classroom cohorts: You will have access to instructor during regularly scheduled class time. Ask your instructor how to contact them if you have questions outside scheduled class time.
    - Online cohorts: You can attend weekly office hours meeting with your instructor. You may opt to hold your weekly team meeting in conjunction with office hours.
- Conflict resolution approaches
- Review the due dates to understand the pace of the work for this course
    - Identify your project manager assignments based on calendars, travel schedules, etc.
- Share contact information with each other
- Define how you will collaborate within the Canvas Conference environment (or other environment – e.g. Google Docs, One Drive, Slack, etc).
    - How to share content – draft documents
    - How to connect (text, call, persistent chat)
    - Process to develop, review, and submit assignments into Canvas – all assignments submissions need to be submitted via Canvas

Your document should contain at least the following:
- PM schedule with acting PMs by session

- Contact information
- Planned meeting location and frequency
- Communication preferences
- Guiding principles for how to work together:
    - Ground rules
    - Conflict Resolution processes