**TEAM CHARTER**

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| --- | --- |
| **Project Name:** | Construction of Sunrise Corporate Office – 5 Floors |
| **Project Manager:** | Ahmed Khalil, PMP |
| **Customer:** | Sunrise Technologies Ltd. |
| **Date Prepared:** | August 11, 2025 |
| **Document Version:** | 1.0 |
| **Template Type:** | Construction Project Team Formation |

# Team Purpose Statement

The Sunrise Corporate Office Building Construction Team is chartered to deliver a world-class, 5-floor office building that meets all quality, safety, schedule, and budget requirements while exemplifying collaborative excellence in construction project management.

# Team Vision & Mission

Team Vision:

To create an exemplary corporate headquarters that enhances Sunrise Technologies' operational efficiency, employee satisfaction, and market presence while setting new standards for construction project execution in Cairo.

Team Mission:

We are committed to delivering the Sunrise Corporate Office Building project on schedule, within budget, and to the highest quality standards through collaborative teamwork, proactive risk management, and unwavering focus on safety and stakeholder satisfaction.

# Project Objectives & Goals

The team will achieve the following SMART objectives:

• Complete construction by September 30, 2026 (18-month timeline)

• Maintain project budget within $8 million approved allocation

• Achieve zero lost-time safety incidents (LTIFR = 0)

• Obtain LEED Silver certification for sustainability

• Deliver all five major milestones on schedule

• Maintain stakeholder satisfaction rating above 4.5/5.0

# Core Team Members & Roles

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role/Title** | **Key Responsibilities** | **Contact Information** |
| Ahmed Khalil, PMP | Project Manager | Overall project leadership, stakeholder management, schedule control, risk management | ahmed.khalil@sunrise.com / +20-10-1234-5678 |
| Eng. Tarek Hassan | Construction Manager | Site operations, contractor coordination, quality control, safety oversight | tarek.hassan@ebc-const.com / +20-12-2345-6789 |
| Arch. Dina Farouk | Lead Architect | Design integrity, change control, aesthetic standards, client liaison | dina.farouk@ebc-const.com / +20-10-3456-7890 |
| Eng. Omar Mostafa | MEP Manager | Mechanical, electrical, plumbing systems coordination and installation | omar.mostafa@mepro.com / +20-11-4567-8901 |
| Ms. Noha Ibrahim | Safety Manager | Health & safety compliance, incident prevention, safety training, reporting | noha.ibrahim@ebc-const.com / +20-10-5678-9012 |
| Mr. Youssef Nabil | Quality Manager | Quality assurance, testing coordination, compliance verification, audits | youssef.nabil@sunrise.com / +20-12-6789-0123 |
| Eng. Hossam Reda | Site Engineer | Daily site operations, technical coordination, progress monitoring | hossam.reda@ebc-const.com / +20-10-7890-1234 |
| Ms. Mona El-Sharif | Finance Coordinator | Budget tracking, cost control, financial reporting, procurement support | mona.elsharif@sunrise.com / +20-11-8901-2345 |
| Mr. Adel Mansour | Procurement Manager | Materials sourcing, vendor management, contract administration | adel.mansour@ebc-const.com / +20-10-9012-3456 |
| Dr. Laila Hosny | Environmental Consultant | LEED coordination, environmental compliance, sustainability reporting | laila.hosny@enviro-consult.com / +20-12-0123-4567 |

# Communication Guidelines

Meeting Schedule:

• Daily stand-up meetings: 8:00 AM at site office (15 minutes)

• Weekly coordination meetings: Wednesdays 2:00 PM (90 minutes)

• Monthly stakeholder reviews: Last Friday of month (2 hours)

• Safety meetings: Mondays 7:30 AM (30 minutes)

Communication Methods:

• Primary communication: WhatsApp group for urgent issues

• Formal communication: Email with project code SCB-2025

• Meeting platform: Microsoft Teams for virtual meetings

• Document sharing: SharePoint project repository

• Progress tracking: Primavera P6 project management system

Response Time Expectations:

• Emergency/Safety issues: Immediate (within 1 hour)

• Urgent technical decisions: Within 4 hours

• Normal requests: Within 24 hours

• Email responses: Within 8 hours during work days

# Decision-Making Process

Decision Authority Matrix:

• Project Manager: Daily operational decisions up to $10,000, schedule adjustments ≤5 days

• Construction Manager: Site safety decisions, contractor work assignments, material approvals

• Project Sponsor: Budget changes >$50,000, scope changes, major schedule impacts

• Team consensus required: Working hour changes, major process modifications

Decision-Making Method:

Technical decisions follow engineering review process with qualified team member sign-off. Commercial decisions require financial analysis and sponsor approval for amounts exceeding delegated authority.

# Working Agreements & Ground Rules

• Safety First: All team members have authority to stop work for safety concerns

• Punctuality: Arrive 10 minutes early for all meetings and site work

• Open Communication: Raise issues early, no blame culture for honest mistakes

• Respect: Value diverse perspectives, no interrupting, professional language only

• Commitment: Honor all deadlines, communicate delays immediately

• Confidentiality: Project information is confidential until public release authorized

• Quality Focus: Right first time approach, thorough reviews before approvals

• Team Support: Help colleagues when possible, share knowledge freely

• Site Protocols: Wear PPE at all times, follow site access procedures

• Documentation: Record all decisions, changes, and lessons learned

# Conflict Resolution Process

Step 1: Direct Resolution (24-48 hours)

Team members address conflicts directly with each other first. Use "interests not positions" approach and focus on project objectives.

Step 2: Team Lead Mediation (2-3 days)

If direct resolution fails, involve relevant team lead (Construction Manager, QA Manager, etc.) for mediation.

Step 3: Project Manager Escalation (1 week)

Project Manager facilitates resolution with formal meeting, documented agreements, and follow-up plan.

Step 4: Sponsor/PMO Escalation

For unresolved conflicts affecting project delivery, escalate to Project Sponsor and PMO Director.

# Performance Standards & Success Criteria

Individual Performance Standards:

• Technical Quality: All work meets or exceeds Egyptian Building Code and project specifications

• Timeliness: Deliverables completed by committed dates, early communication of delays

• Communication: Proactive updates, responsive to requests, clear and concise reporting

• Safety: Zero personal safety incidents, proactive hazard identification and reporting

Team Performance Metrics:

• Schedule Performance Index (SPI): Target ≥ 1.0

• Cost Performance Index (CPI): Target ≥ 0.95

• Safety Performance: Zero lost-time incidents

• Quality Metrics: <2% rework rate, first-pass inspection success >95%

• Stakeholder Satisfaction: Monthly survey scores >4.5/5.0

# Team Development & Learning

• Weekly lunch-and-learn sessions on construction best practices

• Monthly site visits to benchmark construction projects

• Quarterly skills assessment and development planning

• Cross-training opportunities between disciplines

• Professional development budget: $2,000 per core team member

• Knowledge sharing: Document lessons learned monthly

# Charter Agreement & Signatures

By signing below, team members commit to this charter and dedicate themselves to the project's success:

|  |  |  |
| --- | --- | --- |
| **Name & Role** | **Signature** | **Date** |
| Ahmed Khalil, PMP - Project Manager |  |  |
| Eng. Tarek Hassan - Construction Manager |  |  |
| Arch. Dina Farouk - Lead Architect |  |  |
| Eng. Omar Mostafa - MEP Manager |  |  |
| Ms. Noha Ibrahim - Safety Manager |  |  |
| Mr. Youssef Nabil - Quality Manager |  |  |
| Eng. Sara Ali - Project Sponsor |  |  |

Charter Review & Maintenance:

• Charter will be reviewed monthly during team meetings

• Next review date: September 15, 2025

• Changes require consensus of core team and sponsor approval

• Updated charter redistributed within 48 hours of changes

*Sunrise Corporate Office Building Construction - Team Charter v1.0*