

Software Functional Band Team - Charter

1. Purposes of Software Functional Band (SWFB) team: The purposes of the SWFB team are:

- Identify the necessary skills in providing high quality software engineering expertise to STRICOM and its customers.
- Identify and inform SWFB team members of training opportunities and requirements for maintaining proficiency within the skill bands and for personal professional growth.
- Maximize the opportunities for horizontal and vertical integration.
- Provide a forum to share common interests and concerns.
- Promote information exchange with other functional bands.
- Support tasks from the Leadership Team (LT).

The SWFB works with its members to aid in providing all members with the necessary support, materials and expertise to perform the duties required of them.

2. Customers: Program Managers (PMs), Project Directors (PDs), Directorate Supervisors, and Directorate Technical leads. SWFB support is provided with the approval of the Leadership Team.

3. Start date: 1 October 2000

4. End date: 30 September 2001

5. Leader: Mike Haddad for FY01

6. Team Members: Current team membership is listed on the SWFB web site (http://www.stricom.army.mil/STRICOM/E-DIR/FBT/soft_staff.html).

7. Time: As needed, not to exceed 10% of any one SWFB members work efforts (excluding the leader responsibilities).

8. Stakeholders: SWFB members, Training Group, Command Group, and Engineering Directorates Leadership Team (LT) to include immediate supervisors, and Project Directors/Program Managers.

9. Goals/Outcomes: The main goals are building and maintaining a quality software engineering team that meets the goals and expectations of our customers. Specific goals and outcomes will be determined on a quarterly basis. The most current version of the "Operational Concept for the Functional Band Process" document will be used as a guide to develop SWFB goals (<http://www.stricom.army.mil/STRICOM/E-DIR/FBT/>).

10. Linkage to STRICOM objectives and strategies: Sustain a high quality workforce to meet needs for successful project accomplishment.

11. Contributions of Team Members: Provide input on common issues that are concerns to the team, establish training standards and identify training opportunities. Support the Functional Band Leader (FBL) in creation of team charter, process plan(s), mentoring procedure and program execution guidance. The SWFB will maintain an expertise database that will be accessible by all members and serve as aid for current and future assignments.

12. Scope of Team Authority: Create opportunities for team and individual professional growth within the fiscal and program constraints of the command.

13. Attendance: The SWFB plans to meet every six weeks, the meeting will be called at least 1 week ahead of time and be between the hours of 0800 and 1600. The leader will publish minutes, and decisions will be open for discussion at the meeting and via email. During team meetings, consensus will be the desired outcome of any poll taken by the group.

14. Decision process: The decision process will be that any member of the SWFB may propose a change or enhancement to the team and send the proposal to the rest of the SWFB via email. The SWFB will accept recommendations and ask for comments on the request with suspense for all discussion (open forum). Discussion will be limited to desired agenda topics. Limits of scope will be delineated by the LT should the SWFB team need direction. Upon the arrival of the discussion suspense time the Functional Band leader may advise the team of any additional items or actions for concern. Based on the feedback from the open forum discussion, the FBL will send out a proposal to the team for approval with suspense for "Yes" or "No" vote. The majority of responses received by the suspense date will determine the outcome for the SWFB. Upon approval (if that is the SWFB's desire) the FBL will request team support to accomplish the task as needed. All requests will be maintained in an action items/issues spreadsheet for future reference.

15. Expected meeting behaviors:

- Actively participate in discussions
- Listen carefully
- Help team stay on track; limit non-relevant discussions
- No hidden agendas
- Agree only if it makes sense
- Be open to divergent views
- Speak honestly
- Support decision made by SWFB
- One speaker at a time
- Don't bog the group down with issues that affect a few

- Emphasize principle of learning. Don't get stuck on getting it perfect the first time.
- Offer constructive process feedback (real-time)
- End sessions with an evaluation of how we're doing as a team and with the work products
- Conduct meeting by following the published agenda
- Most importantly, lets learn from each other and have fun!

16. Team members, Email: (Concurrence accepted Via E-mail)

- Bob_Arora@stricom.army.mil
- Joe_Baldauf@stricom.army.mil
- Bill_Blakeley@stricom.army.mil
- Wanda_Fuentes@stricom.army.mil
- Dale_Greenawalt@stricom.army.mil
- Mike_Haddad@stricom.army.mil
- David_Horrigan@stricom.army.mil
- Rick_Jimenez@stricom.army.mil
- Gar_Leung@stricom.army.mil
- Susan_Marshall@stricom.army.mil
- Bill_Moore@stricom.army.mil
- Barbara_Pemberton@stricom.army.mil
- Jorge_Rivera@stricom.army.mil
- Dean_Runzel@stricom.army.mil
- Dennis_Rushing@stricom.army.mil
- Tracy_Stephens@stricom.army.mil

SWFB Team Charter: Version 1.1 (February 9, 2001)