|  |  |
| --- | --- |
| Stewardship Agreement : *Your Team Name*  *“Stewardship Delegation is focused on results, not methods. It gives people a choice of method and makes them responsible for results.”* |  |
|  |  |
| Desired Results: |  |
| ***(define details)*** |  |
| Guidelines: |  |
| **Project Report:**  All papers are to be completed on time. Any late sections MUST be cleared by the cross-functional team.  **Communication:**  Phone calls (emergency contact only) are to be returned within ***12*** hrs.  E-mails must be responded to within **24** hrs of time sent.  E-mails must be formatted and composed correctly: Respectfully written with all team members copied, subject line lists functional team designation or designated as "Cross-functional team".  All communication related to this project must be sent (***define communication modes****)*. The communication must be sent to the team leader and the Enforcer (please see the listing all e-mail addresses and phone numbers).  **Meetings:**  All meetings will be attended, this includes functional team meetings that have been agreed upon.  Members will be respectful of one another during meetings. Show up on time, talk one at a time, stick to agenda, respect other's opinions, and stay engaged, limit personal use of cell phones, laptops, etc.  **Work Products**:  Each written assignment must be done according to University policy. Not properly citing references and sources will cause suspicion of plagiarism and will NOT BE TOLERATED. Team member(s) found not abiding by this Stewardship and Franklin University policy WILL BE REPORTED TO THE Team Advisor AND if found to have violated a policy may be REMOVED FROM THE TEAM IMMEDIATELY.  **Conflict Resolution**:  If a difference of opinion is found to be present within the team, the opposing team member will have five (5) minutes floor time to defend his/her opinion. The final say will be decided by team members and majority will rule. Please remember that this project is a COLLECTIVE effort and all opinions matter. Each discipline gets 1 vote on team decisions.  **Attendance**:  One **1** meeting may be missed. Missing additional team meetings, or portions of meetings, will result in occurrences. The team members are responsible for catching up on what they missed and they are still responsible for meeting deadlines.  **Timing**:  Assignments are due at the beginning of each scheduled meeting, unless otherwise specified “**no excuses will be accepted.**” If there are group assignments due, the team member must e-mail their portion to the other team members.  **Decision Making**:  Each discipline gets one vote on team decisions. |  |
| Resources: |  |
| **Project Assignments:**  **Drafting of final paper**:  Writing – Synthesizing individual parts into one paper (Please decide prior to beginning the work what level of contribution will equate to your name being listed by the work in the table of contents)  Human Resources – Researched and written by ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Finance – Researched and written by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Marketing – Researched and written by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-Marketing - Researched and written by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Roles: Team Leader ***(Name)*** Maintain order, make sure deadlines are met, review quality of work  Enforcer ***(Name)*** Keep attendance, make sure guidelines are followed, keeping track of occurrences  Back-up Enforcer ***(Name)*** (see above)  Facilitator ***(Name)*** Makes and distributes agenda, make sure agenda is followed, etc.  Note Taker ***(Name)*** Keep meeting minutes for each encounter and submitted to all professors  Paper Authors ***(Name, Name, Name)*** Compose the paper, proof read, correct errors, prepare for final submission  Time Keeper ***(Name)*** Make sure meeting is on task and meeting is agenda focused.  **Accountability**  **Tasks required for presentation**:  ***(Define deliverable, responsible team members and due dates for the presentation)***  **Strategic Plan**–Team members are responsible for cross-functional and functional deliverables as shown below.   |  |  |  |  | | --- | --- | --- | --- | | **Deliverables** | **Functional**  **Or Cross- Functional** | **Name of Responsible Team Member(s)** | **Due Date** | | Title page/ Name of Team Members/Table of Contents/Executive Summary | Cross Functional |  |  | | Current Situation | Cross Functional |  |  | | Environmental Scan/Industry Analysis | Cross Functional |  |  | | Competitive/Internal Analysis | Cross Functional |  |  | | Integrated Conclusions | Cross Functional |  |  | | Alternative Strategic Choices/TOWS Matrix | Cross Functional |  |  | | Integrated Strategies | Cross Functional |  |  | | Revised Mission and Rationale | Cross Functional |  |  | | SMART Objectives | Cross Functional |  |  | | Major Corporate Policies | Cross Functional |  |  | | Detailed Organizational Chart | Cross Functional |  |  | | **MARKETING FUNCTION** | | | | | Target Market Analysis | Functional |  |  | | Sales Forecast | Functional |  |  | | Marketing Objectives  And Strategies | Functional |  |  | | Positioning Strategy | Functional |  |  | | Communications Plan | Functional |  |  | | Marketing Mix Tools & Sample Executions | Functional |  |  | | Marketing Budgets and Payback | Functional |  |  | | Marketing Implementation Plan | Functional |  |  | | **E-MARKETING FUNCTION** | | | | | E-Marketing Strategic Plan | Functional |  |  | | E-Marketing Campaign, Tactical Plan, & Sample Execution | Functional |  |  | | E-Marketing Budget | Functional |  |  | | Web site Mockup | Functional |  |  | | Internet Mockup | Functional |  |  | |  |  |  |  | | **HR FUNCTION** | | | | | HR Plan Introduction | Functional |  |  | | Employee Forecast & Turnover Analysis | Functional |  |  | | Compensation Plan | Functional |  |  | | Benefits Plan | Functional |  |  | | Recruiting Plan | Functional |  |  | | Training Plan | Functional |  |  | | Performance Management Program | Functional |  |  | |  | Functional |  |  | | HR Budget | Functional |  |  | | Succession Plan | Functional |  |  | | HR Implementation Plan | Functional |  |  | | Corporate Culture | Functional |  |  | | Change Plan | Functional |  |  | | Strategy Map and HR Scorecard | Functional |  |  | | HR Cost Savings/Avoidance | Functional |  |  | |  | l |  |  | | **FINANCE FUNCTION** | | | | | **Ratio and other analysis in the plan Document**   * Financial information to be found in the Exhibits section. |  |  |  | | A. Sources and Uses of Funds Projection By Year /Summary | Functional |  |  | | B. Capital Equipment List Projection By Year – Branding, Remodeling | Functional |  |  | | C. Balance Sheet Projections By Year / Statement of Retained Earnings | Functional |  |  | | D. Management Financial Statement Template | Functional |  |  | | E. Break-Even Analysis By Dollars each year and summary | Functional |  |  | | F. Projected Income Statement /Cash Flow By Year and Summary   * + - Explain basic assumptions used in Financials Preparation.     - Provide other comments necessary to understand the documents . | Functional |  |  | | G. Historical Records (Balance Sheets, Income Statements, Cash Flow/Sources and Uses of Funds) Correct Errors   * + - Provide other comments necessary to understand the historical documents. | Functional |  |  | | H. Debt   * + - Current Debt Status and Detail     - Projected New Debt     - Leases- Capital/ Operating and why     - Assumptions for changes in debt | Functional |  |  | | I. Basic Income Statement Based on Inflation-Beginning Budget | Functional |  |  | | J. Discounted Cash Flow Analysis on all Capital Budgeting/Cost Savings | Functional |  |  | | K. Cash deposits and clearing accounts- any short term investments and why. Position all documents in the Exhibits Section | Functional |  |  | | Conclusion | Cross-Functional |  |  | | Compile References | Cross-Functional |  |  | | Compile Appendices | Cross-Functional |  |  | | Preliminary Draft | Cross-Functional |  |  | | Final Draft | Cross-Functional |  |  | | Send Strategic Plan to Turn IT IN.Com | Cross-Functional |  |  | | Final Paper | Cross-Functional |  |  | | Presentation | Cross-Functional |  |  |   **Consequences:**  Each team member will be allowed ***(Number)*** occurrences. After ***(Number)*** occurrences team member will be removed from the team.  **Project Reports:**  The following are situations that can warrant the team member an occurrence:  ***List the type of infractions that constitute an occurrence:***  ***Examples:***  ***Attendance =***  ***Late or leaves early 15 minutes – ½ occurrence***  ***Late or early more than 30 minutes – 1 occurrence***  ***Quality of work=***  ***Work not properly cited (APA formatting errors) , grammatical errors, spelling errors, not following Franklin expectations for college level writing = 1 occurrence***  ***Member has 24 hours to correct work to an acceptable level. If not corrected = 1 occurrence.***  ***Additional occurrences are incurred for each 24 hour period that goes by without the product being corrected to the acceptable level.***  ***Timing of completing work =***  ***All work product due at agree upon times.***  ***Late - 1 occurrence.***  ***Late by 24 hours after first occurrence = 1 additional occurrence.***  ***Behavior=***  ***Raising voice, aggressive gestures, pointing fingers, cursing at another, name calling, not returning calls in time agree upon, not returning e-mails in time agreed upon, etc. = 1 occurrence***  ***Second time = removal from team***  **Communication:** Keeps record of the occurrences ***(Name)***  **Enforcer:** Notifies the offending team member***(Name)***  **Meetings: (Conducted and documented) Including Franklin Live**  **\*\*All corrective measures will be documented and each team member will sign off any measures taken. The team adviser must be copied on all documentation that is shared with the team and team member\*\***  **\*\*All team members will decide if offenses warrant expulsion \*\*** |  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | **Contact List** | | |  | | **Name** | **Email Address** | **Phone Number** | **Signatures/Date** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |  | |  | |  |