

Shared Expectations between Project Manager and Project Team

In starting together on this project and as a unified project team, our commitments to each other are listed below. This is in addition to our roles identified in the project plan and ground rules for meetings.

What are your expectations of me as the Project Manager?	What are my expectations of you as Team Members?	What are your expectations of each other as Team Members?
<i>As your Project Manager...</i>	<i>As a member of this project team....</i>	<i>As members of this project team....</i>
I will provide the leadership to get the project done on time, within budget, and meet scope/quality.	I will complete my tasks on time, and deliver with high quality, according to the project specifications.	We will reach out for help, when needed.
I will respect your time by starting (and ending) meetings on time.	I will reach out to the project manager and other team members if I have questions.	We will work towards solving problems as a team, not individually.
I will seek the project team's input for meetings and distribute the agenda 48 hours in advance of the meeting.	I will utilize my talents and strengths toward the project.	We will respect and support one another and learn from each other.
I will provide opportunities for the project team to become aware of our collective strengths.	I will articulate my talents, my skills in my PM tool kit, and strengths that I bring to the team.	We will engage in strengths conversations to further develop our strengths as a team.
I will encourage all team members to develop and use their strengths on the team.	I will learn about and value the strengths of my fellow team members.	We will value what each team member brings to the team.
I will set clear goals/objectives and check-in with team member to ensure clarity and understanding.	I will continue to develop my project management knowledge and strengths.	We will apply our collective strengths as a team.
I will encourage participation by everyone.	I will take ownership and understand my part of the project.	We know that we are depending on each other for project and team success.
I will conduct fact-based discussions, through open and honest dialogue.	I will face the brutal facts and be willing to address them.	We will be worthy of the project manager's trust and respect in us, and not abuse it.
I will trust and respect each team member.	I will contribute to meeting agendas, attend meetings on time, and be prepared for group discussions.	We will communicate our concerns or information in advance to the project manager, to avoid surprises.
I will clearly communicate impacts (internal and external) to the project.	I will stay informed of the Issues Log and Decisions Log to avoid repeating.	We will keep our project documentation current and filed appropriately.
I will handle conflict quickly and expect the project team to resolve issues among the team before escalating to me.	When conflict occurs, I will focus on the problem (not the person) and resolve at the lowest possible level.	We understand that conflicts will occur, and it will not be taken personally.
I will provide opportunities for each project team member to learn and grow their PM knowledge and strengths.	I am willing to learn, listen, and apply new tools and techniques.	We will contribute to and respect the decisions that are made.

Created: May 5, 2021

SIGNED: Project Manager Susie Smith Team Member John Brown Team Member Pat Wilson
 Team Member April Jones Team Member Joe Miller Team Member Robert White