

Rights of Everyone

1. To be treated with respect.
2. To have decisions made in a timely manner.
3. To produce/receive quality work at all times, based on agreed standards/principles.
4. To estimate the activities you're actively involved with, and to have those estimates respected by others. Estimates should be aggressive but also achievable.
5. To be provided adequate resources, including time and money, to succeed.
6. To have commitments honored, with timely negotiated alternatives when not possible.
7. To determine how your resources will be invested i.e. how funds, or for time once spent.
8. To determine how your resources will be invested.
9. To work in a safe environment where you value mistakes as learning opportunities.
10. To be commended, nurtured and supported.
11. To be provided timely good-faith information, even if it is just a best guess.

Responsibilities of Everyone

1. To produce the solution that best meets stakeholder needs with available invested resources.
2. To optimize your investments within your team.
3. To be willing to collaborate extensively within team and outside.
4. To share all information including work-in-process (WIP).
5. To coach and mentor others in your skills and experiences.
6. To validate your work as early as possible, working with others to do so.
7. To actively expand your knowledge and skill set and to apply them when needed.
8. To attend coordination meetings in person.
9. To proactively see performance improvements on a continual basis (Kaizen).
10. To gain the agreement of the team before accepting new work.
11. New work must be prioritized, regardless of the source, by your stakeholders (or their representatives).