

Professional Office Ethics  
(Homework )

I would begin by creating a schedule for each team member that defines a set due date for each part/section of their contribution to the team. This schedule would take into account how each team members work is connected to another team members work and that some goals must be reached before another team member can start their work. The schedule would also try to accommodate each persons scenario and anything that may cause them to fall behind.

After the schedule is created I would then speak to each team member about the schedule and ask them for their feedback, such as goals in the schedule that they think may be hard for them to meet. If necessary, I would make adjustments to the schedule to ensure maximum productivity. While speaking to each team member I would be sure to ask those that are currently falling behind to understand that this project is very important for the company and will require their utmost effort. I would also tell them that it is my expectation that they will complete their assigned work by the preset deadlines and that if they are ever to fall behind, they should come talk to me immediately because any significant amount of time lost can cause the schedule to fall apart. Lastly, I would make it clear to each team member that if their skill set is unique (which in most cases it is), then we as a team don't have a much of an option as to letting them do less work, and they might just have to accept their normal amount of work regardless of their current situation.

After the schedule is all sorted out and each team member understands their part in the oncoming work, I would then go talk to my boss and tell him the plan that I have in place. I would show him the table displayed below and explain the risks of the plan I created. I would also tell him that I will do everything in my power to ensure that my team and I finish (by our deadline) the work assigned to us, but I would also ask him that to ensure the success of the company he considers how he can access additional resources and specifically personnel that could help in case the team is unable to meet their obligations. Lastly I would tell him that every week I will give a progress report on the teams work. After speaking to my boss and making any changes to the schedule that he may mention, I would then get right to work.

### Team Pros and Cons

Team Members	Pros	Cons
Troy	Excellent HTML and CPP programmer	Has been spending time with another company because he needs the money. His productivity has lessened.
Susan	PHP programmer. Occasionally has extra time for needed help.	Has a home life (husbnad and kids)
Andy	Strength in graphic design. Going through divorce, has to balance legal issues with work.	Going through divorce, has to balance legal issues with work (legal issues should be done in a month or so).
Shanetta	Strength in graphic design. Has marketing experience and can act as the company's PR person.	If pushed too hard she will leave the company in heartbeat.
Team Cons: We are behind schedule and working 50-60 hours a week.		