

Team / Project Leader Appointment Process-V2

Process Narrative

Created: 02/04/2010






Last Modified: 02/08/2010



Table of Contents

- ☐ **1.0 Project/Team Leader Appointment**
 - 1.1 Start Team Leader Appointment Process
 - 1.2 Define Job Specification
 - 1.3 Team Leader Job Specification
 - 1.4 Team Leader Application Form
 - 1.5 Call for applications
 - 1.6 Collate application forms
 - 1.7 Applications recieved
 - 1.8 Review Applications
 - 1.9 Seek Alternatives
 - 1.10 Appoint Team Leader
 - 1.11 End Team Leader Appointment Process
 - 1.12 Appointing Group
 - 1.13 TM Forum Membership

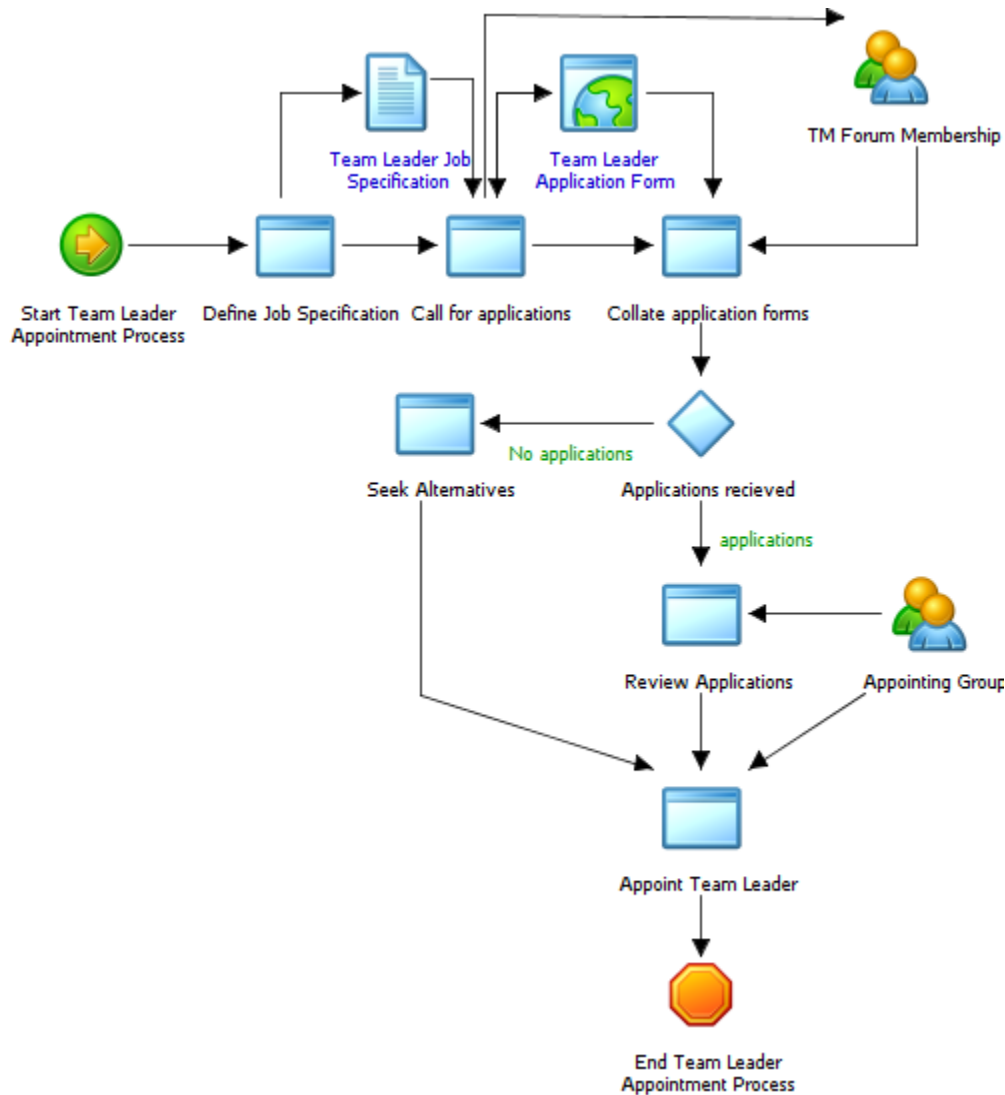
Document Preferences

-  View Optimized
-  Portrait View
-  Include People
-  Show Link Info
-  Expand / Collapse

1.0 Project/Team Leader Appointment

Project/Team Leader Appointment

Description This details the process which is undertaken to appoint a Team or Project Leader.



This process deals with the appointment of a Team Leader where it is deemed that such a role is necessary by the team and the TM Forum Staff. (If an interest group thinks they need a team leader then they can click on the “need assistance” button that will be in their community.)

The duration of this process from start to finish should not be longer than 1.5 weeks.

1.1 Start Team Leader Appointment Process

Once it has been agreed to create a Project and for most types of Interest Groups, the Team Leader role must be filled to ensure the smooth running of the team. The following outlines the steps which can be undertaken to fill such a role.

Contact TM Forum Staff, if you are unsure whether a particular Interest Group requires a

formal Team Leader.

1.2 Define Job Specification

A job description must be created for the Team Leader role. For the most part, the Job Description will be generic across all types of teams, but there will be a section which can be adapted to address the particular team in question. The following template, < link to be provided> can be used as a starting point.

The job description will be in Microsoft word format and stored on the community document repository.

1.3 Team Leader Job Specification

The Team/Project Leader is mainly responsible for any activities which contribute to meeting the team deliverables and promoting them to ensure uptake within the industry. The responsibilities can be broken out as:

Team Leader Responsibilities:

• Deliver the agreed roadmap items.

- Identify the deliverables and schedule
- Monitor progress and manage risks to and recovery of any schedule slippages
- Owner and principal editor for the team charter including oversight of any sub-team charters.
- Coordinate and run regular initiative level operational review meetings on team work
- Manage the new work item and change control process and be the main team representative(s) to the TM Forum Change Control Group, (CCG).

• Manage team members and work commitments

- Work with TM Forum staff to
 1. define roles and staffing needs, and to reach commitment on staffing and deliverables.
 2. Manage escalation activities and organize discussions to address issues related to program members not fulfilling commitments.
- Define and manage team structure and associated modifications
- Assign team responsibilities
- Management of ongoing liaisons both within and outside of the TM Forum (coordinated with the TM Forum liaison coordinator).
- Initial point of contact with new companies wishing to participate in the initiative.

• Set-up and management of team meetings.

- Organize any necessary meetings to progress team work (weekly, daily, or ad-hoc as appropriate)
 - Plan meetings at TAW, Management World and any other face-to-face meetings as required.
 - Run plenary sessions during face-to-face meetings.
 - Co-ordinate the creation and delivery of wrap-up session presentations during TAWs and overview talks at the TM Forum Management World and other key industry meetings or conferences.
 - Provide regular material to be used in promoting the work of the team and attracting new participants.

The following is an example list of generic and more specific requirements for the appointment of a Team Leader, which can be used within the Job Specification. The required capabilities should try to include the following generic capabilities (applying to any team lead role) as well as the technical capabilities which will depend on the particular work effort:

Generic requirements for the Team/Project Leader position:

- Experience of managing software development projects with fixed deadlines;
- Track record of presenting to Service Providers, ability to understand their requirements and find pragmatic ways to meet their needs;

- Strong communications skills – verbal, written and presentation;
- An ability to work well with people from diverse backgrounds.

Specific requirements for the Team/Project Leader position:

- Approximately <identify> amount of committed time to the role
- Knowledge in the area of <identify >
- << Add as appropriate >>

1.4 Team Leader Application Form

Initially the application form will be in word format, but it is expected that it will be an on-line entry form.

The details of the application form will be modified depending on the type of team/project but generally it can contain such things as:

- Identify applying team.
 - Clearly identify closing date for application
- Provide space for applicant to
- Detail experience in managing development teams or Project Management of development projects.
 - Outline the amount of committed time available to work on this activity
 - Outline ability to attend face to face meetings at Team Action Weeks & Management worlds.
 - Outline your companies interest in this project / interest group area.
 - Evidence of your management's commitment to support this activity

1.5 Call for applications

The Team Leader job specification and application form are distributed to the TM Forum membership using the Team's community facilities and the TM Forum's newsletters, with details of the team, a description of the teams expectations and the closing date for receipt of applications.

1.6 Collate application forms


After the closing date, a quick sanity check is conducted on the applications (to ensure all applications are serious and contain sufficient detail). The applications are then forwarded to the appointing group.

Applications are stored on the Technical Committee 'Closed' Community.

1.7 Applications recieved

Verify if any applications received.

Incoming Links

Name	Description	Link Label
 Collate application forms	The applications are collated in a central storage area.	

Outgoing Links

Name	Description	Decision
 Review Applications		applications
 Seek Alternatives		No applications

1.8 Review Applications

The appointing group review all applications and make a decision.

1.9 Seek Alternatives

In the event that no applications were received for the position, the Appointing Group have a number of options open to them:

1. Approach a Member Company inviting them to take up the position on a full or part time basis
2. Assign the Team Leader role to a TM Forum Staff Member on a temporary or permanent basis
3. Dialog with the members of the interest group to agree next steps

1.10 Appoint Team Leader

The appointing group reviews the applications and appoints a team leader. They may need to have a dialog with the candidates line management to ensure the commitment levels are properly understood.

Their decision is communicated to the Team and TM Forum Membership in the appropriate manner.

Note: It is possible for the Team Leader role to rotate around a number of applicants on a 6 monthly basis, but this is at the discretion of the Appointing Group. An example of such a case is the SPLC group.

1.11 End Team Leader Appointment Process

1.12 Appointing Group

The appointing team is made up of representatives of the Technical Committee and Senior TM Forum Staff.

1.13 TM Forum Membership

Members of the TM Forum