

# team charter template

1

## PURPOSE

Describe why the team is being formed and the anticipated outcomes.

2

## BACKGROUND

Summarise the programme, objective or project the team is supporting; state how the team fits within the organisational structure; identify the users/customers of the team's service, including external customers and stakeholders.

3

## SCOPE

State the scope, mission, and objectives for the team and the team's role in achieving them. Define the high-level goals the team must accomplish.

4

## CORE VALUES

Describe the common values that the team members hold, and how these relate to working operations.

5

## GROUND RULES

List the rules or norms of behaviour that the team have agreed to abide by – what is acceptable/unacceptable and how unacceptable behaviour will be addressed by the team.

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## MEMBERSHIP ROLES

Identify roles and responsibilities for each team member. List member name, job title and contact information. Identify qualifications, experience, personal goals, strengths and weaknesses of each individual.

7

## TEAM OPERATIONS

Describe team operational plans, including, for example, such activities as the team's decision-making processes, how changes in membership occur should the need arise, , relationships with other teams, logistical support, etc.

8

## TEAM PERFORMANCE ASSESSMENT

Document key areas of performance needed for team success, including a way to measure progress.

9

## COMMUNICATION PLAN

Document how and how often the team plans to meet, and how members will communicate with and to each other.

10

## APPROVAL

All team members to sign their approval.