



The charter describes why the team is forming, what the team is responsible for and how it will work together.

Parts of the charter

- **Team Purpose:** A statement describing the overarching objective for the team
- **Team Goals/Objectives:** High-level measurable goals the team is formed to meet.
- **Team Members and their Roles:** Who serves on the team and their role/s
- **Stakeholder(s):** The person(s) to whom this team is accountable.
- **Activities/Responsibilities In and/or Out of Scope:** Clear description of what this team should be focused on and anything that is out of bounds.
- **Decision Making Guidelines:** How the team will make decisions. (i.e., consensus, super-majority, or the leader decides)
- **Ground Rules/Team Norms:** The guidelines describing the behavioral expectations of the team.

Other items

- **Duration:** The length of time the team will exist, which may be an actual date or may be about satisfying the purpose.
- **Conflict Resolution Process:** The process by which conflicts and disputes be resolved.
- **Workload distribution:** Process by which work will be assigned and allocated among the team.
- **Communications Process:** The means by which the team will communicate, and the frequency with which the team will communicate.