

Team Charter

MISSION & OBJECTIVES

- Values and beliefs
- Success criteria
- Project goals

SCOPE

- In-scope
- Out-scope
- Constraints
- Risks
- Acceptance criteria

TEAM MEMBERS

- Team members and their roles (project manager, project sponsor, team member etc.)
- Skills and areas of expertise
- Responsibilities
- Accountability and decision-making authority

COMMUNICATION GUIDELINES

- Communication methods
- Meeting frequency
- Status report frequency

RESOURCES & SUPPORT

- Upper management support
- Mentoring programs
- Training
- Additional supporting resources