

## Team Charter

### Budet and Resources

Determine Budget During  
Project Planning  
Always Practice Cost Control

### Mission and Objectives

**Our Mission Is To Use SEO  
Strategies To Consistently  
rank Client Content on the  
First Page Of the SERPS.**

### Communication Norms

Keep Paper Trail Through  
Project Management Software  
Use Cloud Software To Share  
and edit Docs.  
  
Save all Communication With  
Client.

### Ground Rules

Respect One another.  
Do our best work.  
Help each other Succeed.  
Always Communicate.  
Life First, Work Second.

### Team Roles

Manager  
Content Writer  
Content Marketer  
SEO Specialist  
Social Media Specialist  
Software Developer

### Conflict Resolution

Don't let Problems Fester.  
  
Discuss Conflicts Openly.  
  
Find Solutions Together.

### Work Processes

Define Objectives.  
  
Assign Roles.  
  
Set Scope and Budget.  
  
Clarify Deliverables.  
  
Make a Timeline.

### Performance assessment

How do Stakeholders Feel about  
App ?  
  
How do Customers respond to  
App

### Activites To Create Team Charter

Identify Requirements, Needs

Know The Cost Of Project

Identify Stackholders

Identify Resources Of Project ( Such as Cost )

Know The Duration of Project

Determine a Suitable Environment For Team