**Team Charter**

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| Team Name | Team Leader |
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| Project Name | Duration |
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| Background | * Summarize the project. * Explain how the team fits into the project. * Identify stakeholders. |

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| Mission  And  Objectives | * Who is doing what and for who? * What is a successful project at completion look like? * Benefit and/or business reason for project |

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| Budget  And  Resources | * What is the funding for the project? * What resources are allocated to the project? * Is there any training? * Who are management support?   [Download our free Project Budget Template for Excel](https://www.projectmanager.com/templates/project-budget-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-teamcharter&utm_content=&utm_detail=&utm_term=none) |

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| Roles  And  Responsibilities | * Who is on the team and what are they responsible for? * List skillsets and areas of expertise. * Who has authority over what? |

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| Team Operations | * What is the team’s decision-making process? * How do new people enter, and others leave the team? * Detail operating rules, relationships, logistical support, etc. |

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| Scope | * What is the project scope? * How will the team participate in the project scope?   [Download our free Project Scope Template for Word](https://www.projectmanager.com/templates/project-scope-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-teamcharter&utm_content=&utm_detail=&utm_term=none) |

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| Performance Assessment | * How will progress and performance be measured? * Who will assess the team? |

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| Activities  And  Milestones | * What are the major tasks in the project? * What are the milestones in the project? |

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| Guide  To  Communications | * What are the methods of communications? * How often will teams meet? * What is the frequency of filing status reports?   [Download our free Communication Plan Template for Word](https://www.projectmanager.com/templates/communications-plan-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-teamcharter&utm_content=&utm_detail=&utm_term=none) |

**Team’s Dated Signatures**

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| --- | --- |
| Team Member | Date |
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| Team Member | Date |
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| Team Member | Date |
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| Team Member | Date |
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| Team Member | Date |
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[Graphical user interface

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