**Team Charter**

|  |  |
| --- | --- |
| Team Name | Project Name |
|  |  |
| Team Leader | **Duration** |
|  |  |

Background

Objectives

• Who is responsible for what and what?

• At what point does a project become successful?

• The project's benefit and/or business purpose

• Give the project a summary.

• Describe the team's role in the project.

• Choose your stakeholders.

•What is the project scope?

•How will the team participate in the project scope?

• How does the team come to decisions?

• How do new members join and depart the team?

• Give specifics about relationships, operating rules, and logistical support, among other things.

Team Operations

Scope

• Who makes up the team and what do they do?

• List your expertise and skill sets.

• Who is in charge of what?

• How much money is allocated to the project?

• How much resources has been set aside for the project?

• Does training exist?

• Who offers support to management?

Budget/Resources

Responsibilities

• How are communications methods?

• How frequently do teams meet?

• How frequently are filing status reports issued?

Guide To Communications

•What are the major tasks in the project?

• How will performance and progress be evaluated?

• Who will evaluate the group?

Performance Assessment

Activities