

Team Charter

Project Title	
Team Name	
Team slogan	
Team members	
Project Sponsor	
Date of commencement	
Date of closure	

Team Outcome/ Shared Purpose:

The purpose of our team's existence is...

Team Goals (the what):

We will be successful as a team if we...

Team Rules and Procedures (the how):

We will agree to make sure we work well together by...

Team Roles

What will we each do on the team?

Building Team Relationships:

What can be done to build a strong working relationship? How would you do it?

Managing Team Conflict

What should you do as a team to manage any potential team conflict that may occur?

Project Charter

Project Objective and Scope of Work:

Why do you think this project is important for the organization you are working with?

What are your key deliverables?:

What do you need to complete by the end of this project?

Information gathering:

What do you need to find out more on this project? What are the questions you should ask?

Key Milestones for the Project:

What are the key milestones we must hit to complete this project? (be specific)

Work allocation:

How would you allocate the work in your team

What should we do when faced with roadblocks?

What are steps we should take as a team should we face any issues?

Acknowledgement

Facilitator:

Name:

Date:

Name:

Name:

Name:

Name:

Name:

Name: