**Project Team Charter**

**<Name of Project>**

**<Partner Organization (if any)>**

|  |  |
| --- | --- |
| Industry Partner |  |
| Primary Instructor |  |
| Team Member |  |
| Team Member |  |
| Team Member |  |
| Team Member | Kevin Lapointe |
| Team Member |  |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| V1 | 2022/01/31 |

**TEAM CHARTER**

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. **Purpose**

2. **Background**

3**. Scope**

4. **Team composition**

5. **Team empowerment**

6. **Team operations**

7. **Team Performance Assessment**

8. **Signature Page**

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Kevin Lapointe