**Project Team Charter**

**<Name of Project>**

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

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

Document Revision History

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| Revision # | Date |
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**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**

(Describe the purpose for forming the team and the anticipated outcomes.)

2. **Background**

(Summarize the program or project the team is supporting, state how the team fits within the organizational structure, identify who are the users/customers of the program/project including external customers and stakeholders, sand describe special circumstances surrounding the project.)

3**. Scope**

(State the scope, mission, and objectives for the project and the team's role in achieving it. This is similar to preparing a mission need statement. Define the high level goals the team must accomplish.)

4. **Team composition**

(Identify the functional areas represented, the number of members from each, state who are core [essential] members versus support or advisory members and full or part time designation, and the anticipated time/resources commitments involved over the anticipated duration of the team.)

5. **Team empowerment**

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

6. **Team operations**

(Describe team operational plans. This includes, for example, such activities as the team's decision-making processes, how changes in membership occur should the need arise, plans to establish "ground" or operating rules, handling absence or non-performance, code repository, communication amongst team members, relationships with other organizational entities or teams, logistical support, etc.)

7. **Team Performance Assessment**

(Document key areas of performance needed for team success along with means of measuring progress.)

8. **Signature Page**

(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

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