**Team charter**

**The OBJECTIVES:**

* **Define the objectives and duties of the team.**
* **Define team members and stakeholders.**

**Project Scope:**

* **Define the inner and outer scope.**
* **Define the project constrains.**
* **Define the project Risks.**
* **Define the project Acceptance criteria.**

**Project Team members:**

* **Define the Team members and their roles (project manager, project sponsor, team member etc.).**
* **Define the team member’s Accountability and decision-making authority.**

**Project COMMUNICATION GUIDELINES:**

* **Define the Communication methods and emails.**
* **Define the Meeting time-line.**
* **Define the Meeting time-line.**
* **Define Status report frequency**

**Project RESOURCES AND SUPPORT:**

* **Define the Upper management support.**
* **Define the Mentoring programs.**

**Activities and steps in order to create my team charter:**

Searching on google on how to make team charter and there benefits.