

Team Charter

MISSION & OBJECTIVES

- Values and beliefs
- Success criteria
- Project goals

SCOPE

- In-scope
- Out-scope
- Constraints
- Risks
- Acceptance criteria

TEAM MEMBERS

- Team members and their roles (project manager, project sponsor, team member etc.)
- Skills and areas of expertise
- Responsibilities
- Accountability and decision-making authority

COMMUNICATION GUIDELINES

- Communication methods
- Meeting frequency
- Status report frequency

RESOURCES & SUPPORT

- Upper management support
- Mentoring programs
- Training
- Additional supporting resources

FUN EVENTS

- events the team celebrate success & failure
- Team Building

STANDARDS OF QUALITY

- What are your standards for high quality work and learning ?
- think about the level of quality you deliver and expect from your teammates

METRICS OF SUCCESS

- What does success look like to you
- Consider how success can be measured beyond a letter grade or score

ROLES

- What roles are necessary ?
- Determine the types of roles that will keep the team focused and drive productivity