

# Team charter template

|               |                    |
|---------------|--------------------|
| Department:   | Date created:      |
| Team manager: | Last date updated: |

|                               |                               |                            |
|-------------------------------|-------------------------------|----------------------------|
| <b>Budget and resources</b>   | <b>Mission and objectives</b> | <b>Communication norms</b> |
|                               |                               |                            |
| <b>Work processes</b>         | <b>Team roles</b>             | <b>Ground rules</b>        |
|                               |                               |                            |
| <b>Performance assessment</b> |                               | <b>Conflict resolution</b> |
|                               |                               |                            |

|                   |  |  |
|-------------------|--|--|
| <b>Signatures</b> |  |  |
|                   |  |  |
|                   |  |  |