**Team Charter**

|  |  |
| --- | --- |
| Team Name | Team Leader |
|  |  |
| Project Name | Duration |
|  |  |

|  |  |
| --- | --- |
| Background | * Summarize the project. * Explain how the team fits into the project. * Identify stakeholders. |

|  |  |
| --- | --- |
| Mission  And  Objectives | * Who is doing what and for who? * What is a successful project at completion look like? * Benefit and/or business reason for project |

|  |  |
| --- | --- |
| Budget  And  Resources | * What is the funding for the project? * What resources are allocated to the project? * Is there any training? |

|  |  |
| --- | --- |
| Roles  And  Responsibilities | * Who is on the team and what are they responsible for? * List skillsets and areas of expertise. * Who has authority over what? |

|  |  |
| --- | --- |
| Performance Assessment | * How will progress and performance be measured? * Who will assess the team? |

|  |  |
| --- | --- |
| Guide  To  Communications | * What are the methods of communications? * How often will teams meet? |

**Team’s Dated Signatures**

|  |  |
| --- | --- |
| Team Member | Date |
|  |  |
| Team Member | Date |
|  |  |
| Team Member | Date |
|  |  |
| Team Member | Date |
|  |  |
| Team Member | Date |
|  |  |
| Team Member | Date |
|  |  |