**Team Charter for** *team name*

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| **DOCUMENT PURPOSE**  *A* ***team charter*** *is a document that clarifies the make-up and direction of the team while establishing boundaries. It is developed when the team is formed and should be created in a group setting with contributions from all team members. This is not a project charter that focuses on deliverables, but a team-oriented document that defines the purpose of the team and how the team members will work together. A good team charter will answer the following questions:* |
| **PURPOSE**: What is our purpose? Why does the team exist? |
| **SCOPE**: Which decisions and activities are outside and inside the scope of our team? |
| **GOALS:** What are the measurable outcomes that we will be held accountable to? |
| **VALUES**: What are our common values? Which ground rules are important to us? |
| **NORMS:** How will we make decisions, resolve conflict and communicate with each other? |
| **STRENGHTS & SKILLS**: Which strengths and skills do we have? |
| **WEAKNESSES & RISKS:** What are our weaknesses? |
| **ROLES & RESPONSIBILITIES**: What is each team member’s role? How will they contribute? |
| **FUN EVENTS**: How will we celebrate our successes? |
| **TEAM MOTTO:** What do we stand for? How can we summarise our ethos in a sentence or phrase? |