

## Team Charter for *team name*

### 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 session 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:** How will we treat each other? Which ground rules are important to us?

**NORMS:** How will we make decisions, resolve conflict and communicate with each other?

**STRENGTHS & 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:** How can we summarize our ethos and purpose in a sentence or phrase?