Team Charter Template

Multiple reasons exist for preparing a team charter. One is to document the team’s purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and agency management on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally, it facilitates stakeholder buy-in by including key members in the decision-making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. **Purpose**
   (Describe the purpose for forming the team and the anticipated outcomes.)

2. **Background**
   (Summarize the program or project the team is supporting, state how the team fits within the agency organizational structure and identify who are the users/customers of the program/project including external customers and stakeholders.)

3. **Scope**
   (State the scope, mission, and objectives for the program and the team’s role in achieving it. Define the high level goals the team/acquisition must accomplish.)

4. **Membership roles**
   (Identify roles and responsibilities of each team member. List member name, title, and team role. Also identify specific functional level of expertise associated with each member.)

5. **Team empowerment**
   (Define scope of authority of the team, by virtue of its individual membership, additional authority or resources needed to fully perform as envisioned by the team objectives.)

6. **Team operations**
   (Describe team operational plans. This includes, for example, such activities as the team’s decision-making processes, how changes in membership occur should the need arise, plans to establish “ground” or operating rules, relationships with other organizational entities or teams, logistical support, etc.)

7. **Team Performance Assessment**
   (Document key areas of performance needed for team success along with means of measuring progress.)

8. **Milestones and schedules**
   (Include major activities and milestones forecasted along with associated timeframes and schedule.)

9. **Signature Page**
   (Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)