**TEMPLATE**

**Team Charter**

A team charter can be prepared for many reasons. One is to document the team’s purpose and clearly define individual roles, responsibilities, and operating rules. Second, it can be used to establish procedures for both the team and agency management on communicating, reporting, and decisionmaking. It can be a blueprint for business acquisitions and it defines how the team is empowered to work, including assigning responsibility and authority. Last, it facilitates stakeholder buy-in by including key members in the decisionmaking process and helping to obtain their concurrence.

The charter includes the following sections:

**1. Purpose**

(Describe why the team is being formed and the anticipated outcomes.)

**2. Background**

(Summarize the program or project the team is supporting; state how the team fits within the agency’s organizational structure; identify the users/customers of the program/project, including external customers and stakeholders; list the estimated cost of the acquisition over the life cycle; and describe special circumstances surrounding the acquisition.)

**3. Scope**

(State the scope, mission, and objectives for the acquisition and the team’s role in achieving them—this is similar to preparing a mission need statement. Define the high-level goals the team/acquisition must accomplish.)

**4. Team composition**

(Identify the functional areas and agency organizational components represented, and the number of members from each; list the core [essential] members versus support or advisory members, and their full- or part-time designation; and the anticipated time/resource commitments for the anticipated duration of the team.)

**5. Membership roles**

(Identify roles and responsibilities for each team member. List member name; organization; contact information, including telephone and email address; and the team role, if already designated. Also, identify the specific functional level of expertise associated with each member.)

**6. Team empowerment**

(Define the existing authority the team, its individual membership, already has; additional authority needed to fully perform, as envisioned by the team objectives; and level of empowerment requested.)

**7. Team operations**

(Describe team operational plans, including, for example, such activities as the team’s decisionmaking 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.)

**8. Team performance assessment**

(Document key areas of performance needed for team success, including a way to measure progress.)

**9. Acquisition milestones and schedules**

(Include major activities and milestones forecasted along with associated time frames and schedule.)

**10. Signature page**

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

**11. Approval**

(Individual[s] authorized to approve the team charter, including granting the authorities requested above, sign with their approval.)