**Project Team Charter: [Add Project Name]**

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| **MISSION & OBJECTIVES** | * Values and beliefs * Success criteria * Project goals |

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| **SCOPE** | * In-scope * Out-scope * Constraints * Risks * Acceptance criteria |

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| **TEAM MEMBERS** | * Team members and their roles (project manager, project sponsor, team member etc.) * Skills and areas of expertise * Responsibilities * Accountability and decision-making authority |

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| **COMMUNICATION**  **GUIDELINES** | * Communication methods * Meeting frequency * Status report frequency |

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| **RESOURCES & SUPPORT** | * Upper management support * Mentoring programs * Training * Additional supporting resources |