**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
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