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| **Team Name:** | **Senior Stakeholder:** |
| (Your Team Name Here) | (Who is the principle leader being supported by this effort) |
| **Project Name:** | **Period of Performance:** |
|  | Start Date: Completion Date: |
| **Team Purpose: (Why are you here)** |
| Example: *To develop a smart business strategy to acquire contract support to support various test ranges that meet the vision and mission goals as stated below:***Vision**: (At a high level, define in one sentence what you’re trying to achieve) *Here’s an example: To be the safest working environment for testing the most dangerous equipment in the world.***Mission**: (How will you achieve your vision and why is it important) *This mission statement relates to the vision above: To ensure a safe workplace by performing safety and hazard analysis of military equipment, facilities, and test ranges in order to ensure the War fighter’s equipment is safe to use in Worldwide environment.* |
| **Project Description:** |
| (Capture the essential performance requirements of your project or acquisition such as in the example below)Example:1. *Provide systems test safety engineering support to identify risk levels and hazards to minimize/avoid injury*
2. *Provide radiation safety support that mitigates risk of ionizing and non-ionizing radiation sources*
3. *Provide range safety support to mitigate safety hazards throughout the entire test range*
4. *Provide industrial hygiene support to identify risk levels and hazards to minimize/avoid injuries*
5. *Provide OSHA and safety engineering compliance support*
6. *Provide management oversight support for ammunition and explosive functions*
7. *Computer automated support in the areas of scheduling and safety*
8. *Provide support to capture, collate, and report installation safety issues to the commander*
9. *Provide support to manage the installation’s health and wellness program*
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| **Team Objectives:** |
| (Define your key objectives that must be successfully accomplished to achieve your vision and mission requirements, example below is from the same team charter)Example:*Develop a streamlined 7 step process to execute the strategy from building the team, developing a communication plan along with a team charter then conduct and document a thorough market research which addresses the environment that we live in.**To communicate and research all of our stakeholders, and then develop performance objectives standards and methods and types of inspection to meet stakeholder requirements.**Write a PWS which accurately captures the performance objectives and standards.**Determine the most appropriate type of contract;* *Develop a technical evaluation approach which reflects the importance of the safety requirement we must meet. Ensure the RFP provides a sound basis upon which contractors can submit competitive proposals. Conduct and document the technical and cost evaluations that will result in a source selection recommendation that is consistent with the way the RFP stated it was going to be made.* *Execute the approved award, meet with the successful contractor(s) in a post award conference and finalize the Quality Assurance Surveillance Plan. Keep the team together and manage the contract.* |
| **Team Deliverables:** |
| (Identify your key team deliverables)Example:*Finalized IPT Charter with team vision and mission* *Finalize Communications Plan**Completed stakeholder Analysis**Document Market Research**Risk Analysis**Requirements Roadmap**PWS or SOO and draft QASP**Acquisition Plan and technical evaluation plan**RFP**Successfully Awarded Contract*  |

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| **Team Membership: (Who’s on your team)** |
| Team Teleconference Number:  |
| **Name:** | **Phone Number:** |  **E-Mail Address:** |
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| **Team Roles: (Assign names and the team role they will play)** |
| **Name:** | **Role:** | **Description:** |
|  | Project /Program ManagerContracting OfficerCORClient AdvocatePWS/Tech evalPWS/Tech eval, scribePWS/Tech evalContract specialistResource managerLegalRequirements approvalStrategy and award approval |  |
| **Team Responsibility (Define what you’re responsible for)** |
| **Example:***This team is responsible for successfully achieving our mission and vision goals:* * *Team Charter and communications plan*
* *Develop and implement a Project Plan*
* *Develop and manage the acquisition schedule’s critical path*
* *Stakeholder Analysis*
* *Conducting market research activities to identify potential contractors*
* *identifying selection criteria for the TEP*
* *Develop PWS and QASP*
* *Working with higher HQ and stakeholder*
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| **Team Authority: ( Define the team authorities necessary to achieve your objective)** |
| **Example***:* *The team is authorized to:** *establish team operating procedures as necessary to promote effective team performance*
* *communicate with commercial and NDI sources in conjunction with market research*
* *communicate with stakeholders as necessary*
* *finalize PWS and acquisition plan*
* *assess cost, schedule, and technical risks*
* *draft necessary documents that will require higher level approvals and coordinate with the appropriate document signature authorities*
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| **Team Operating Agreements:** |
| (These are the commitments and agreements made within the team to ensure your goal is achieved, below are some that other teams have used)**Example:***Team communication rules** *Nobody gets hurt*
* *Listen and respect all contributors*
* *Be open to all ideas*
* *Trust each other*
* *Come prepared*
* *Meet assignments on time*
* *Be committed and dedicated to the team’s objectives*
* *Understand the WHY*
* *Timely communications*
* *Email communications rules: remove emotional accusatory language, don’t take things personally*
* *Don’t throw rocks*
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| **Critical Success Factors:** |
| (Indentify the critical success factors for this acquisition, below are some that other teams have used)Example: * *Build and execute the Project Plan, assign leads and support, then utilize it to manage the effort*
* *Complete stakeholder outreach assessment and follow-through briefings if necessary*
* *Communications plan is all inclusive to ensure program success*
* *Complete and document market research*
* *Build a requirements roadmap with performance objectives and performance standards linked to stakeholder outcomes which lays the foundation for the PWS and QASP*
* *Maintain linkage between PWS and QASP*
* *Mature the business strategy, write the TEP which supports the Acquisition strategy*
* *Train the TEB (Technical Evaluation Board on this acquisition)*
* *Finalize an interim and approvable Acquisition strategy including contract type, then get it approved*
* *Get AP approval*
* *Build an approvable RFP and get it approved*
* *Conduct a Successful Source Selection… Award to most qualified company IAW with the RFP*
* *Debrief unsuccessful offerors*
* *Conduct post award conference, focus on contract and QASP*
* *Keep the team together*
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| **Charter Approval: (Get Senior Leader Buy in and Approval)** |
| Submitted by:Program/Project Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contracting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved by:Senior Stakeholder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |