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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* | | |
| **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:** |
|  |  |  |
| **Team Roles: (Assign names and the team role they will play)** | | |
| **Name:** | **Role:** | **Description:** |
|  | Project /Program Manager  Contracting Officer  COR  Client Advocate  PWS/Tech eval  PWS/Tech eval, scribe  PWS/Tech eval  Contract specialist  Resource manager  Legal  Requirements approval  Strategy 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* | | |
| **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* | | |
| **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* | | |
| **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* | | |
| **Charter Approval: (Get Senior Leader Buy in and Approval)** | | |
| Submitted by:  Program/Project Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contracting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved by:  Senior Stakeholder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |