1

# **PURPOSE**

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

2

# **BACKGROUND**

Summarise the programme, objective or project the team is supporting; state how the team fits within the organisational structure; identify the users/customers of the team’s service, including external customers and stakeholders.

3

# **SCOPE**

State the scope, mission, and objectives for the team and the team’s role in achieving them. Define the high- level goals the team must accomplish.

4

# **CORE VALUES**

Describe the common values that the team members hold, and how these relate to working operations.

5

# **GROUND RULES**

List the rules or norms of behaviour that the team have agreed to abide by – what is acceptable/unacceptable and how unacceptable behaviour will be addressed by the team.

6

# **MEMBERSHIP ROLES**

Identify roles and responsibilities for each team member. List member name, job title and contact information. Identify qualifications, experience, personal goals, strengths and weaknesses of each individual.

7

# **TEAM OPERATIONS**

Describe team operational plans, including, for example, such activities as the team’s decision-making processes, how changes in membership occur should the need arise, , relationships with other teams, logistical support, etc.

8

# **TEAM PERFORMANCE ASSESSMENT**

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

9

# **COMMUNICATION PLAN**

Document how and how often the team plans to meet, and how members will communicate with and to each other.

10

# **APPROVAL**

All team members to sign their approval.