A team charter is “… a clear description of the team's mission, as well as the authority and resources provided to accomplish that mission. The charter typically includes a statement of mission, objectives or statement of work; background; authority or boundary conditions (scope, constraints, resources, and schedule); membership; requirements or specifications, and interface responsibilities.”1

This template can be used and modified accordingly, when teams are created to help the team develop their mission and mandate, to identify the individual roles and responsibilities of team members, and clearly define the boundaries of the team. This charter, once complete, should be then approved by the team sponsor (this may be an individual, a group of individuals or committee), so that the expectations of the team and the team members are clearly defined and understood.

Each item listed below should be determined (preferably by all members of the team) when developing a team charter. A brief description of each item is provided in the adjacent column, followed by meeting ground rules for the team.

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| **Item** | **Brief Description** |
| **Project Mandate** | If there is an over-arching project from which the team’s creation was  spurred. |
| **Sponsor** | The individual(s) who have asked for the team’s creation |
| **Team Mandate (Scope)** | The purpose/ mission of the team |
| **Boundaries (level of authority, constraints)** | The constraints that the team is working with, for example what authority does the team have to make decisions, and what technologies will be used  by the team (pre-determined) |
| **Clients/Customers** | Who is the team’s mission to serve |
| **Stakeholders** | In who’s interest is the success of the team |
| **Deliverables** | What is the team to deliver at the end of it’s mandate |
| **Life Cycle** | How long is the team to exist |
| **Team Membership Roles/Responsibilities** | Who is in the team, what is their role and what are they responsible for |
| **Resources** | What does the team have at-hand |
|  **Financial** | Is there a budget for the team, who is responsible |
|  **Human** | Are there other resources available to team members (eg. Clerical staff) |
|  **Physical** | Are there rooms that the team have access to |
|  **Equipment** | Is there equipment, such as a laptop for meeting etc. that team member |
| **On going Team Communication Plans** | How will the team communicate amongst members (eg listserv etc.), how  often, who is responsible etc. |
| **Reporting (Relationship, To Who,**  **What, When, & How)** | Who will report status updates of the team, to whom, how often,and in  what format |
| **Decision making process** | How will decisions be made? eg. Consensus etc. |

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| **Action Plan** | A list of the key components (itemized and prioritized) of the team’s action items, for example, the first could be to develop a team charter, the next to  research best practices etc. |
| **Timeline** | When are the action items of the team and the deliverables to be  completed (milestones) |
| **Contingency plans** | If milestones are missed or altered, what are the options available |
| **Key Success Factors** | How will success of the team be measured |
| **Task Log** | What is everyone working on (during the life of the team, this task log  should be visited (can be a working tool for reporting status of team) |
| **Training** | What training is required (and for which team member) in order for the  team’s mandate be realized. |
| **Issue Tracking** | How will issues be tracked and how will they be resolved |
| **Conflict Resolution** | How will conflict be managed within the group |
| **Progress Tracking/ Evaluation** | How will team progress be tracked and how will that progress be evaluated |

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| **Meeting Ground Rules** | |
| **Frequency:** | How often |
| **Start/Stop Time:** | When (how long) |
| **Agenda :** | How is the agenda created for each meeting, when is it distributed, who is  responsible, and how will be distributed |
| **Meeting Notes:** | Who is responsible for taking meeting notes, what should be captured, where filed and who has access |
| **Location:** | Where will the meetings take place |