# **PROJECT TEAM CHARTER: [ADD PROJECT NAME]**

**MISSION & OBJECTIVES**

* Values and beliefs
* Success criteria
* Project Goals

**SCOPE**

* In-scope
* Out-scope
* Constraints
* Risks
* Acceptance criteria

**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

**COMMUNICATION GUIDELINES**

* Communication methods
* Meeting frequency
* Status report frequency

**RESOURCES & SUPPORT**

* Upper management support
* Mentoring programs
* Training
* Additional supporting resources