**TEAM CHARTER**

**Team Name:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(You are Team Name Here)

**Senior Stakeholder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 are trying to achieve) here is 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

**Team Membership: (Who is 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 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:**

(Identify 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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_