# **Team Charter Template**

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| **Project Name:** | **Date:** | **Customer:** |
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| **Summary of Our Commitment** | *Group statement of purpose and commitment to work together to produce high-quality output on-time and on-budget* |

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| **Our Ground Rules** | | *What shared guidelines and values will help us work best together?* | | |
| * Clear responsibilities/deadlines * Help one another out | | | | |
| **Interpersonal Guidelines** | | *How will we build and maintain good working relationships?* | | |
| * Supportive criticism * Find ways to incorporate fun/creativity * We will work best when... | | | | |
| **Decision-Making Guidelines** | | *How will we come to the various decisions we have to make?* | | |
| * Who will lead/guide decisions * One person has final say? * Consensus or vote? | | | | |
| **Meeting Guidelines** | | *How will team meetings be conducted?* | | |
| * Agenda * Timekeeper? * Notes/summary of tasks | | | | |
| **Communication Guidelines** | | *How will we communicate among ourselves and with stakeholders?* | | |
| * Mode of communication: in-person, email, phone, videochat, text, IM, Facebook, etc. * Caution with tone * Communication follow-ups | | | | |
| **Information Management** | | *Where will documents be stored and updated?* | | |
| * Google Drive, OneDrive, DropBox, email attachments, other? | | | | |

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| **Name** | **Team Role** | | **Telephone** | **Email** |
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**Timeline/Schedule**

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| **Dates** | **Lead Member** | **Milestones/Deadlines** |
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