**Team Charter**

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| Team Name | Team Leader |
|  |  |
| Project Name | Duration |
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| Background | * Summarize the project.
* Explain how the team fits into the project.
* Identify stakeholders.
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| Mission And Objectives | * Who is doing what and for who?
* What is a successful project at completion look like?
* Benefit and/or business reason for project
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| BudgetAndResources | * What is the funding for the project?
* What resources are allocated to the project?
* Is there any training?
* Who are management support?

[Download our free Project Budget Template for Excel](https://www.projectmanager.com/templates/project-budget-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-teamcharter&utm_content=&utm_detail=&utm_term=none) |

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| Roles And Responsibilities | * Who is on the team and what are they responsible for?
* List skillsets and areas of expertise.
* Who has authority over what?
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| Team Operations | * What is the team’s decision-making process?
* How do new people enter, and others leave the team?
* Detail operating rules, relationships, logistical support, etc.
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| Scope | * What is the project scope?
* How will the team participate in the project scope?

[Download our free Project Scope Template for Word](https://www.projectmanager.com/templates/project-scope-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-teamcharter&utm_content=&utm_detail=&utm_term=none) |

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| Performance Assessment | * How will progress and performance be measured?
* Who will assess the team?
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| Activities AndMilestones | * What are the major tasks in the project?
* What are the milestones in the project?
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| GuideTo Communications | * What are the methods of communications?
* How often will teams meet?
* What is the frequency of filing status reports?

[Download our free Communication Plan Template for Word](https://www.projectmanager.com/templates/communications-plan-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-teamcharter&utm_content=&utm_detail=&utm_term=none)  |

**Team’s Dated Signatures**

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| --- | --- |
| Team Member | Date |
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| Team Member | Date |
|  |  |
| Team Member | Date |
|  |  |
| Team Member | Date |
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| Team Member | Date |
|  |  |
| Team Member | Date |
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