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Team Charter Template

What is Team Charter Template?

A team charter template is a document that outlines the goals, objectives, roles, and responsibilities of a project or team. It serves as a guiding framework for the team's work, providing clarity and direction to ensure everyone is working towards the same objectives.

Here are some common elements you might find in a team charter template:

1. **Project Purpose:** A brief description of the project's goals and objectives.
2. **Scope:** An overview of what is included and excluded from the project scope.
3. **Roles and Responsibilities:** A list of team members, their roles, and responsibilities within the project.
4. **Objectives:** Specific, measurable, achievable, relevant, and time-bound (SMART) objectives for the project.
5. **Key Performance Indicators (KPIs):** Quantifiable metrics used to measure the project's progress and success.
6. **Decision-Making Process:** A description of how decisions will be made within the team, including who has authority to make certain decisions.
7. **Communication Plan:** An outline of how team members will communicate with each other, including frequency, format, and channels.
8. **Team Structure:** An organizational chart showing the team's hierarchical structure.
9. **Risk Management:** A plan for identifying, assessing, and mitigating potential risks that could impact the project.
10. **Timeline:** A high-level schedule outlining key milestones and deadlines.
11. **Budget:** A breakdown of the budget allocated to the project, including resources and expenses.
12. **Governance:** Information about who is responsible for overseeing the project, including sponsors, stakeholders, or executives.

The team charter template serves as a foundation for the project's work, providing a shared understanding among team members of what needs to be accomplished. It helps ensure everyone is aligned and working towards the same goals, which can lead to improved collaboration, communication, and ultimately, project success.

Here's an example of what a team charter template might look like:

Team Charter Template

Project Purpose Develop a new marketing campaign for a product launch

Scope The scope includes developing a comprehensive marketing strategy, creating promotional materials, and executing the campaign across multiple channels.

Roles and Responsibilities

- Project Manager: John Smith
- Marketing Specialist: Jane Doe
- Designer: Bob Johnson

- Copywriter: Sarah Lee

Objectives

1. Launch a new product within 6 months
2. Increase brand awareness by 20% in the first year
3. Drive sales revenue growth of 15% within the first quarter

Key Performance Indicators (KPIs)

- Website traffic: 10,000 unique visitors per month
- Social media engagement: 500 likes and shares per week
- Sales revenue growth: \$1 million in the first quarter

Decision-Making Process Decisions will be made through a consensus-based approach, with final authority resting with the Project Manager.

Communication Plan

- Daily stand-up meetings
- Bi-weekly project updates
- Regular emails and phone calls as needed

Team Structure

[Insert organizational chart]

Risk Management Identify potential risks: market competition, budget constraints, team member availability. Assess and mitigate risks through contingency planning and resource allocation.

Timeline

- Month 1-2: Campaign planning and strategy development
- Month 3-4: Content creation and campaign execution
- Month 5-6: Post-launch analysis and evaluation

Budget \$100,000 allocated for marketing materials, personnel, and other expenses.

Governance Sponsored by the CEO, overseen by the Marketing Director.

Remember to customize your team charter template according to your specific project needs and organizational requirements.

team, charter, template, scope, roles, objectives, kpis, timeline, budget, governance

Team Charter

Team Information

- **Team Name:**
- **Project:**
- **Creation Date:**

Team Purpose

- **Mission:**
- **Vision:**

Objectives and Goals

- **Objective 1:**
- **Objective 2:**
- **Goal 1:**
- **Goal 2:**

Team Roles and Responsibilities

John Doe	Team Lead	Oversee project progress, manage team meetings
Jane Smith	Developer	Develop project codebase, implement features

Team Norms and Rules

- **Communication:**
 - Preferred methods, frequency, and channels.
- **Decision Making:**
 - Process for making and documenting decisions.
- **Conflict Resolution:**
 - Steps for addressing and resolving conflicts.

Resources and Tools

- **Resource 1:**
 - Description, Access Information
- **Resource 2:**
 - Description, Access Information

Meetings and Schedule

- **Regular Meeting Time:**
 - Day, Time, Duration
- **Additional Work Sessions:**
 - Schedule as needed based on project phase.

Performance and Evaluation

- **Success Metrics:**

- Key performance indicators, measurement methods.
- **Review Process:**
 - Frequency and method of team self-evaluation.

Signatures

- **Team Member 1:**
 - Signature, Date
- **Team Member 2:**
 - Signature, Date

Amendment History

- **[Date]:** Amendment description, reason, updated by.

 Export as PDF

Related:

- [Project management](#)

External links:

- [How to Create Better Team Charters \(Free Template\) | Mural](#) —*mural.co*
 - Align your team and get on the path to success with this simple team charter guide.
- [Team Charter: The Ultimate Guide — With Examples! | Miro](#) —*miro.com*
 - What is a team charter and how do you make one? Learn more in this expert guide – and get started with one of Miro’s free templates.

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