

Team Charter Template

Use this Team Charter Template as a Roadmap to move your project forward. This document will help you keep your team focused, productive, and united in order to achieve the common goal.

Mission & Objectives

- It defines what success looks like and clarifies the purpose of the team itself.

Scope

- Defining the scope of the project is fundamental to creating a Team Charter. In turn, it is important to define what is out of scope, constraints, risks, and acceptance criteria.

Team Members

- In this section establish who will be the members of your team and their functions, as well as their skills and areas of expertise. It is also important to define the roles and responsibilities of each member.

Communication guidelines

- Establish the methods and channels of communication, the frequency of meetings and reports. Generating good communication in the team will help to improve the work environment and achieve the objectives.

Resources & Support

- Establish what resources will support the project, such as personnel, budget, time, team building, and external support that will be received.

Sample Of Team Charter Documentation

Jin-Ying Zhang



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