

Team Charter

Work as a team to define the scope of your team's task or project. If there is a decision maker who will need to be involved for critical decisions, bring that person into the conversation.

1. List all the members of the team.
2. Then define the purpose of the team's work; this is the team's mission. What is the team tasked to do? For whom? Why? By when?
3. Next, brainstorm the major tasks that will need to be accomplished in order to achieve the team's mission.
4. Finally, for each task, identify a start and end date. Consider using a Gantt chart (page 139) to complete this part of the team charter.

Team Members (List all members.)	
Mission (Write a brief statement of purpose that includes specific end results or outcomes.)	
Tasks to Complete (Sequentially list activities that the team will use to achieve the end results or outcomes in the mission.)	Timeline (List specific phases or timeline that the group will follow to achieve its mission. Ad hoc groups will most likely have a stated date for completion; ongoing groups will have a timeline that targets incremental progress within specified time ranges.)