

The Team Charter is a one-page document that commissions the group and communicates needed parameters for success. All teams face some degree of ambiguity in the execution of their missions and goals, and the Team Charter reduces this ambiguity significantly, saving the team time and frustration.

Questions to Answer

1. What is this group being asked to accomplish?
 - ◆ What are the deliverables? What are the concrete, real, and physical things that this group will produce?
 - ◆ What are the outcomes? What can be measured? What are the non-measurable effects?
 - ◆ What are the goals and targets? What is this group to avoid or not do?
2. When is this group to complete the task?
3. What has already been decided about this topic?
 - ◆ Time frames? Members? Process changes? Authority?
4. Who will decide if this group's plans or recommendations will be carried out?
5. What are the criteria being used to select team members or leaders?
6. What other groups or individuals should know about the existence of this group?
7. With whom should this group communicate while it is doing its task?
 - ◆ Who?
 - ◆ How often?
 - ◆ By what means?
8. What resources does this group have to help accomplish its task?
9. Who does this group go to for clarification as it goes about its task?
10. How will members be paid and recognized?

