



TEAM CHARTER TEMPLATE

A team charter defines the purpose of the team, and sets ground rules for working together including expectations, communication frequency and methods, how decisions will be made, and how conflicts will be handled. To complete your charter, please answer the questions below as a team. It's important for all team members to have input and come to agreement on the terms. The co-development and use of a team charter improves cohesion and performance while reducing confusion/conflict about direction and process.

1. What is your team's purpose?
2. What do you expect to accomplish? (Describe objectives that are within the control of the team)
3. What are the ground rules for working together? In other words, what can the team members expect from one another?
4. How often will the team communicate (daily, weekly, monthly, as needed)?
5. How will you communicate (describe all the ways—meetings, email updates, phone calls, collaborative software, etc.)?
6. How will meetings be managed (agenda development process, who facilitates, who takes notes, virtual or in-person or both)?
7. How will the team make decisions (voting, consensus, single decision maker)?
8. How will conflicts within the team be handled?
9. Where will meeting notes, the team charter, and any other documentation related to team communication/collaboration be housed?
10. Who is on the team (name and defined role)?
11. Agreement by members (could be signatures or verbal)

*Template courtesy of OD Consulting, Australia's first Prelude Master Trainer
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