**Team Charter**

To create alignment, clarity, focus, collaboration and foundation for trust.

**Background** – What is our WHY for the team being set up in the first place? How we fit in and contribute to the organisation and bigger picture. Context.

**Purpose** – Values, Mission and Objectives.

**Values** – core foundation to guide all decision making, behaviours etc.

E.g. include a 3-sentence mission statement that contains the key information a team would need:

• Who is doing what, and for whom?

• What successful project completion looks like?

• The business justification or expected benefit of the work.

NOTE – this is for the TEAM not the organisation as a whole.

**Objectives**

Interim goals and objectives. Milestones. How recognise success at each one. How much is each one contributing to the overall purpose – does it make the boat go faster? Is everyone in alignment?

**Budget and Resources** – can’t succeed if not properly resourced. What resources – finance and other? Review also team members … What we need, where get it from? How?

**Team composition and characteristics**

**Team members**

**Roles and Responsibilities** – review job roles as now, and how well aligned to individual strengths.

**Characteristics – behaviours/attitudes**

**Team Operations** – how we will work together. What do we expect of each other?

– Helps align around purpose, focus, clarity, reduces fragmentation, conflicts, personality clashes and differing perspectives/assumptions.

E.g. desired behaviours,

• Meeting guidelines

• Decision-making guidelines

• Conflict resolution process

• How work gets distributed among team members

• Communications inside and outside the team

• Progress updates

**Team Member Assessment** – including recognising **strengths**, what success looks/feels like for each member; how recognise performance for each person. How assess it?

**Signatures and Approvals** – inspires commitment. Ensures Clarity as have signed agreement.

**KEY ELEMENTS OF A TEAM CHARTER (TO BE ADAPTED TO EACH SITUATION)**

1. **Purpose and Key Responsibilities:** the reason for the team’s existence and what members hold themselves accountable for as a team. Purpose statements are often more powerful when stated from the viewpoint of the customer.

2. **Vision:** a results-oriented picture of the team that describes what members

commit to achieve together sometime in the future.

3. **Values:** beliefs or principles that define what is important to team members and

serve to guide the team’s actions and decisions. They are not compromised for

short term gain or expediency. These are most useful when they are defined in

terms of specific behaviors.

4. **Goals:** specific, measurable results that are aligned with the team’s purpose and

vision.

5. **Roles and Responsibilities**: description of who is on the team and their

functional responsibilities.

6. **Mutual Expectations:** ground rules that clarify how team members will interact,

collaborate, support each other and give each other feedback.

7. **Operating Procedures:** descriptions of meeting structure, communication norms,

decision-making methods, conflict resolution, and reflection strategies.