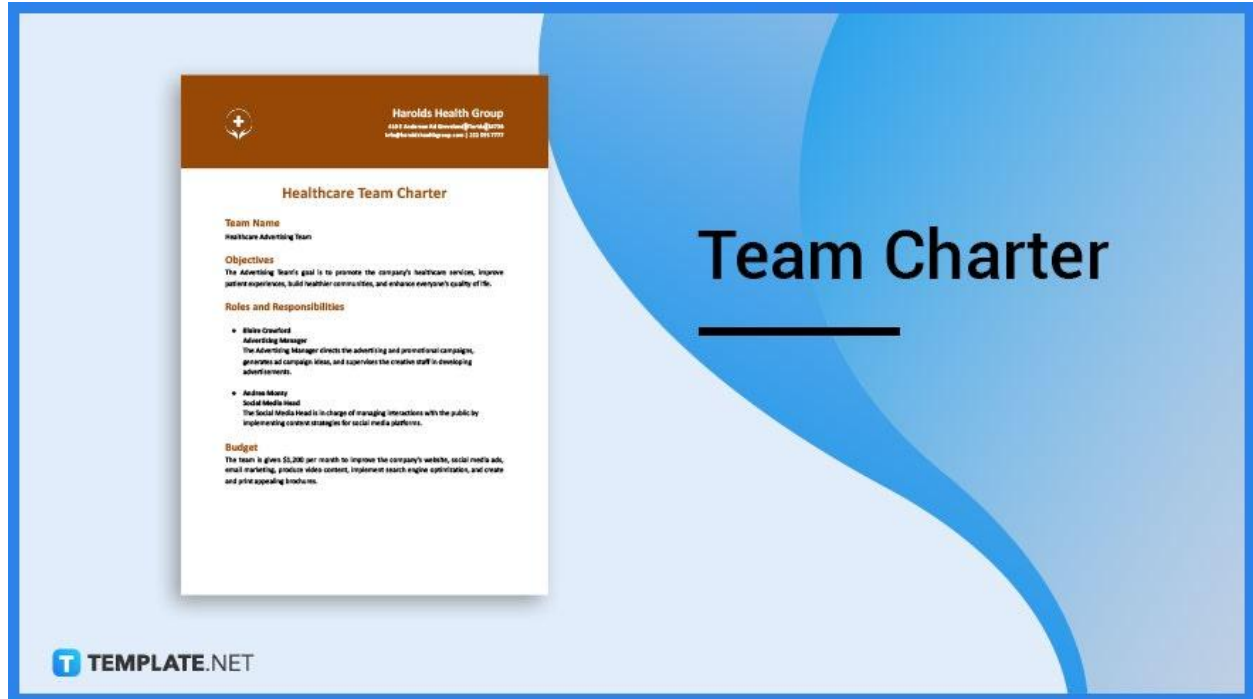


Team Charter

Team charters allow individuals in teams to work well together, making the entire group or class have fun and creating an engaging environment for everyone. However, if there are people in a team that is contradicting each other throughout a project or activity without proper direction, it leads to communication problems and a lack of objectivity, making the organization suffer, and that is what team charters prevent.



Team Charter Definition & Meaning

A team charter is a business document that a company develops for group projects or settings that clarifies the ground rules and team direction while establishing necessary boundaries for all members.

As such, the creation of team charters starts early during the team formation process through a group session for understanding and buy-in.

What Is a Team Charter?

A team charter is a document that defines the team's purpose, how the members work together, and the expected deliverables and outcomes from a project or activity. The


document aims to establish the team's mission, scope of operations, development objectives, and commitment to a project, including the project's timeline and consequences. This also enables the team to undergo collaborative processes, serving as a source of information to provide accountability and assignments, deliver a custom team process document, establish a shared vision for work or project success, improve communication, and ensure the understanding of the team members.

10 Types of Team Charter

Workplace Team Charter

A [workplace team charter](#) focuses on groups and teams engaging in various workplace activities, including team-building activities to boost leadership skills and employee engagement. Crafting a workplace team charter with the group members promotes a positive atmosphere throughout an activity or project, enabling members to know each other better and identify their strengths and weaknesses. The purpose of developing a workplace team charter is to ensure that team members work together to reach common goals and objectives.

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Jefferson Construction
4202 Raul Wallenberg Place, Norwalk, Connecticut 06854
jefferson@construction.com | 322.555.7777

Workplace Team Charter

Team Name
Human Resources Department - Employee Training Team

Objectives
The Employee Training Team will be in charge of all the activities related to the training of the new recruits.

Roles and Responsibilities

- **Shane Miller**
Human Resources Manager
The HR Manager will be responsible for overseeing and supervising the entirety of the human resources team.
- **Nelson Jefferson**
Training Head
The Training Head will be in charge of creating the training modules and the planning of the training schedule.
- **Jerry Clyde**
Training Staff
The staff will be conducting the actual training of the new recruits based on the training manual and schedule made by the training head.

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Scrum Team Charter

A [scrum team charter](#) is a tool that helps solve complex problems through increased levels of collaboration and communication to achieve product and sprint goals. An effective scrum team charter contains statements of how a scrum team collaborates, including sections about their rules, values, norms, and principles, making them transparent in its starting stages to become a high-performing team. Scrum team charters must be developed, agreed upon, and used by the scrum team, improving the contents in increments with transparency.

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Magnus Construction
4430 Goldcliff Circle, Washington, Washington DC 20032
magnusconstruction@info.com | 222 555 7777

Scrum Team Charter


Team Name
Engineering and Architecture Department - Design team


Objectives
The Design team is tasked with coming up with two (2) possible designs for a shopping mall.

Roles and Responsibilities

- Wilson Michels**
Team Manager
The Team manager will ensure that the client's specifications are considered in the design process. He will also be responsible for communicating with the client.
- Jerry Keaton**
Lead Architect
He will be mainly responsible for the designs of the two (2) shopping malls. All draft designs will also have to be approved by him.
- Liam Westley**
Design Intern
The Design Intern will be assisting the Team Manager and the Lead Architect regarding the technical aspects of the architectural designs.

Budget
The team's budget will be in the amount of twenty thousand dollars (\$20,000). This amount is inclusive of the research and other design planning expenses.






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Project Team Charter

A [project team charter](#) is a document outlining the purpose of building a team, the deliverables or outcomes to accomplish, and the samples of resources and constraints. The team charter must come from the team members working on the project and the ability to set the direction and boundaries in a transparent environment. Through the process, the members get a buy-in from the team, making sure each individual understands their role and responsibility during the project management process.



The image shows a project team charter template for 'Luxurious Designs'. The header is a teal bar with a white lightning bolt logo on the left and the company name and address on the right. The main content area is white with a teal title 'Project Team Charter'. It includes sections for 'Team Name', 'Objectives', 'Roles and Responsibilities', and 'Budget'. The 'Roles and Responsibilities' section lists three team members: Wyatt Logan (Head Interior Designer), Henry Scott (Client Communications Head), and Michael Stevens (Procurement Specialist). A green call-to-action box on the right says 'Editable | Printable' and 'Instant Download'. At the bottom left are icons for Microsoft Word and Google Docs. At the bottom right is a 'TEMPLATENET' watermark.

Luxurious Designs
3629 Chicago Avenue, Hanford, California 93230
luxuriousdesigns@info | 222 555 7777

Project Team Charter

Team Name
Project Team - Interior Design Team

Objectives
The Interior Design Team will be responsible for making sure that the client's opinions and suggestions are put into action through their projects.

Roles and Responsibilities

- **Wyatt Logan**
Head Interior Designer
He will supervise all the work being done in the Interior Design Team Department.
- **Henry Scott**
Client Communications Head
He will be in charge of maintaining all the communication with the clients.
- **Michael Stevens**
Procurement Specialist
He will be in charge of locating quality suppliers and making sure all the supplies arrive as they're needed for use during the project.

Budget
The Interior Design Team's budget will be dependent on the amount that is due. The team will have to ensure that the client makes their payments on time to ensure that the budget is always be available for them to use.

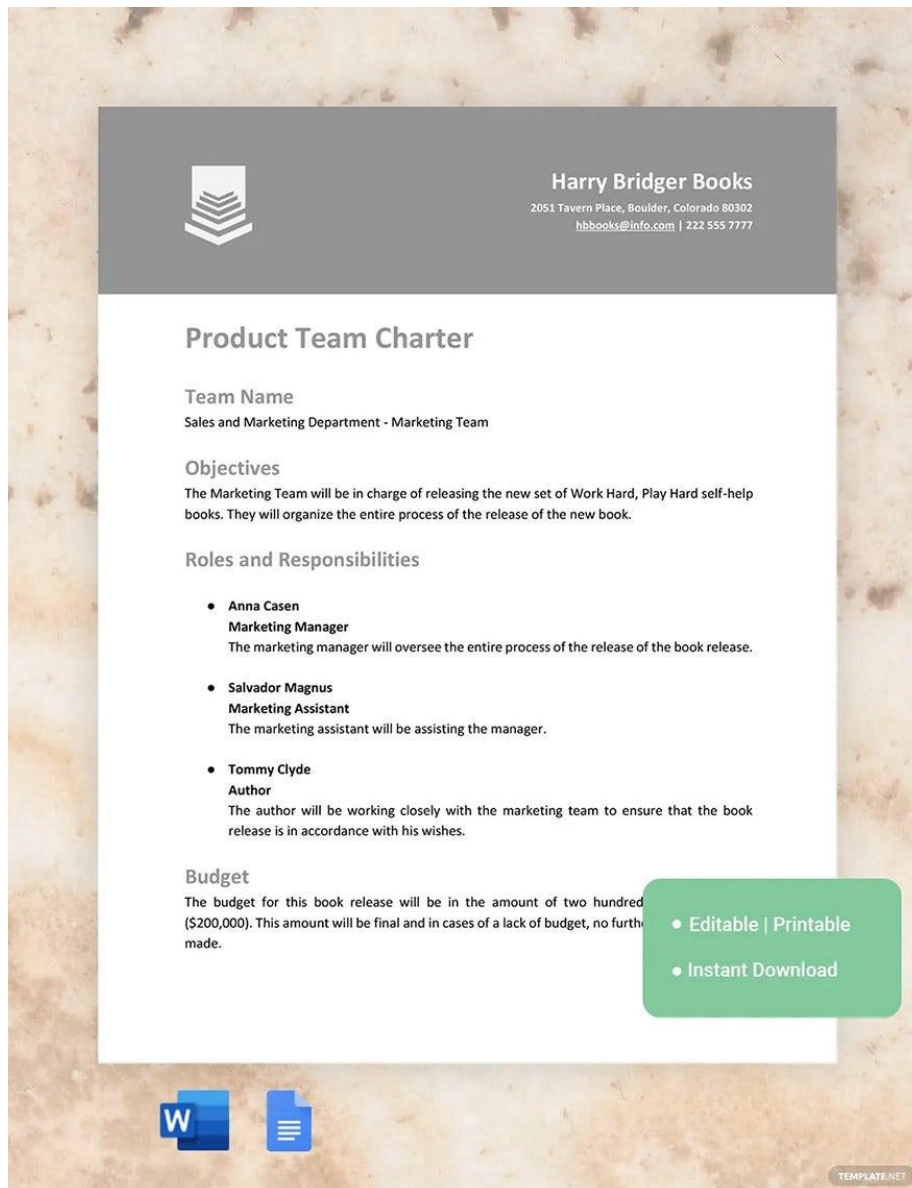
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Product Team Charter

Product team charters are documents that speed up a team's production process, working as a tool to reduce confusion, increase focus, develop process improvement, and drive productivity. The product team charter enables teams to define their mission, the core principles, and the matrix to indicate success in fulfilling the mission and core principles. A good product charter demonstrates flexibility as there are instances wherein team members must adapt to changes in processes and approaches to industry standards toward product innovations.



The image shows a template for a Product Team Charter. It features a header for 'Harry Bridger Books' with a logo and contact information. The main content is divided into sections: Team Name, Objectives, Roles and Responsibilities, and Budget. The Roles and Responsibilities section lists three team members: Anna Casen (Marketing Manager), Salvador Magnus (Marketing Assistant), and Tommy Clyde (Author). A green button in the bottom right corner offers 'Editable | Printable' and 'Instant Download' options. At the bottom left, there are icons for Microsoft Word and Google Docs. The bottom right corner has a 'TEMPLATE.NET' watermark.

 **Harry Bridger Books**
2051 Tavern Place, Boulder, Colorado 80302
hbbooks@info.com | 222 555 7777

Product Team Charter

Team Name
Sales and Marketing Department - Marketing Team


Objectives
The Marketing Team will be in charge of releasing the new set of Work Hard, Play Hard self-help books. They will organize the entire process of the release of the new book.

Roles and Responsibilities

- **Anna Casen**
Marketing Manager
The marketing manager will oversee the entire process of the release of the book release.
- **Salvador Magnus**
Marketing Assistant
The marketing assistant will be assisting the manager.
- **Tommy Clyde**
Author
The author will be working closely with the marketing team to ensure that the book release is in accordance with his wishes.

Budget
The budget for this book release will be in the amount of two hundred (\$200,000). This amount will be final and in cases of a lack of budget, no further made.

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Training Team Charter

Industries and organizations use [training team charters](#) to construct and develop a group contract among individuals who voluntarily want to help others within a department or organization. Training team charters must have a set of goals and objectives that all the members want to achieve during the training sessions, a mission that the training team stands by, and an achievable timeframe. Ensure that the training team members favor the training team charter outline through a buy-in, involving each team member during the document writing.

 **May Flora Inc.**
5537 Bill Rd Levering, Michigan, 49755
Info@mayflora.com | 222 555 7777

Training Team Charter

Team Name
HR Department - Training Committee


Objectives
The committee's goal is to increase employees' sense of worth, improve performance and provide resources needed for their jobs. Employees are more likely to stay in the company for a longer period of time.

Roles and Responsibilities

- **Serena Walker**
HR Department Director
The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the company's mission.
- **Alaia Michaels**
Training Committee Leader
The Training Committee Leader will be the one to create effective training programs for the employees.

Budget
The committee has a total budget allocation of \$1,500 per employee, with a total of \$1,500 for all employees in the company.

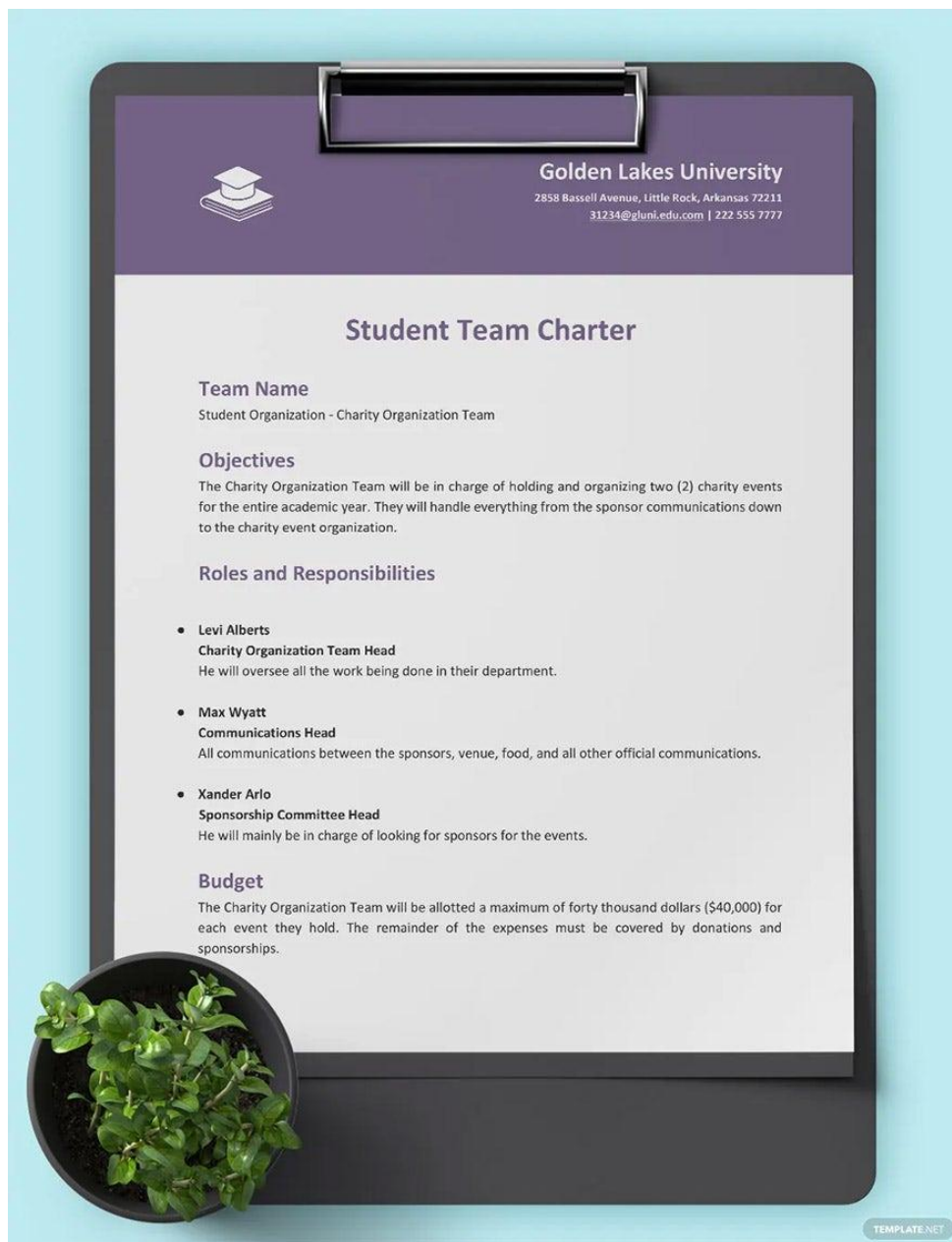
• Editable | Printable
• Instant Download

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Student Team Charter


A [student team charter](#) is a good business example for shaping young minds towards the value of teamwork, organization, collaboration, and communication. An educator can assign the creation of the charter to their students to allow them to communicate and establish a list of expectations from one another. Enabling the students to work together on the student team charter and completing the document before they begin a project or activity builds a sense of accountability during the time they have to work together.



Organizational Team Charter

Organizational team charters enable organization departments to build a document that serves as an outline for team members to identify the who, what, where, when, why, and how of activities, tasks, and projects. For organizational team charters, department heads and managers meet to discuss the need for performing a project, what the group needs to accomplish, and the resources and constraints that can arise. All department managers and heads must consider the expertise, strengths, weaknesses, and challenges of the members to ensure that the organizational team charter can accommodate the parties covered.

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Local Success Marketing
1167 Maud Street, Philadelphia, Delaware 19107
lsm@customersinfo.com | 222 555 7777

Organizational Team Charter


Team Name
Sales and Marketing Department - Advertising Team

Objectives
The Advertising Team will be responsible for the concept making, creation, and publishing of all of the company's advertising needs. Further, they will be responsible for the assessment of the effectiveness of their published advertisement.

Roles and Responsibilities

- Kyle Tanner**
Advertising Specialist Head
He will be responsible for overseeing all of the processes involved in the advertising team.
- Jay Briggs**
Creative Director
He will be responsible for coming up with the creative ideas to be used in the advertising pr
- John Sullivan**
Marketing Specialist
All advertising content shall also be run through him to check for its marketability.

Budget
The Advertising Team's budget shall be at an annual amount of one million dollars (\$1,000,000). In case an additional budget must be made, the team head must submit an official report.

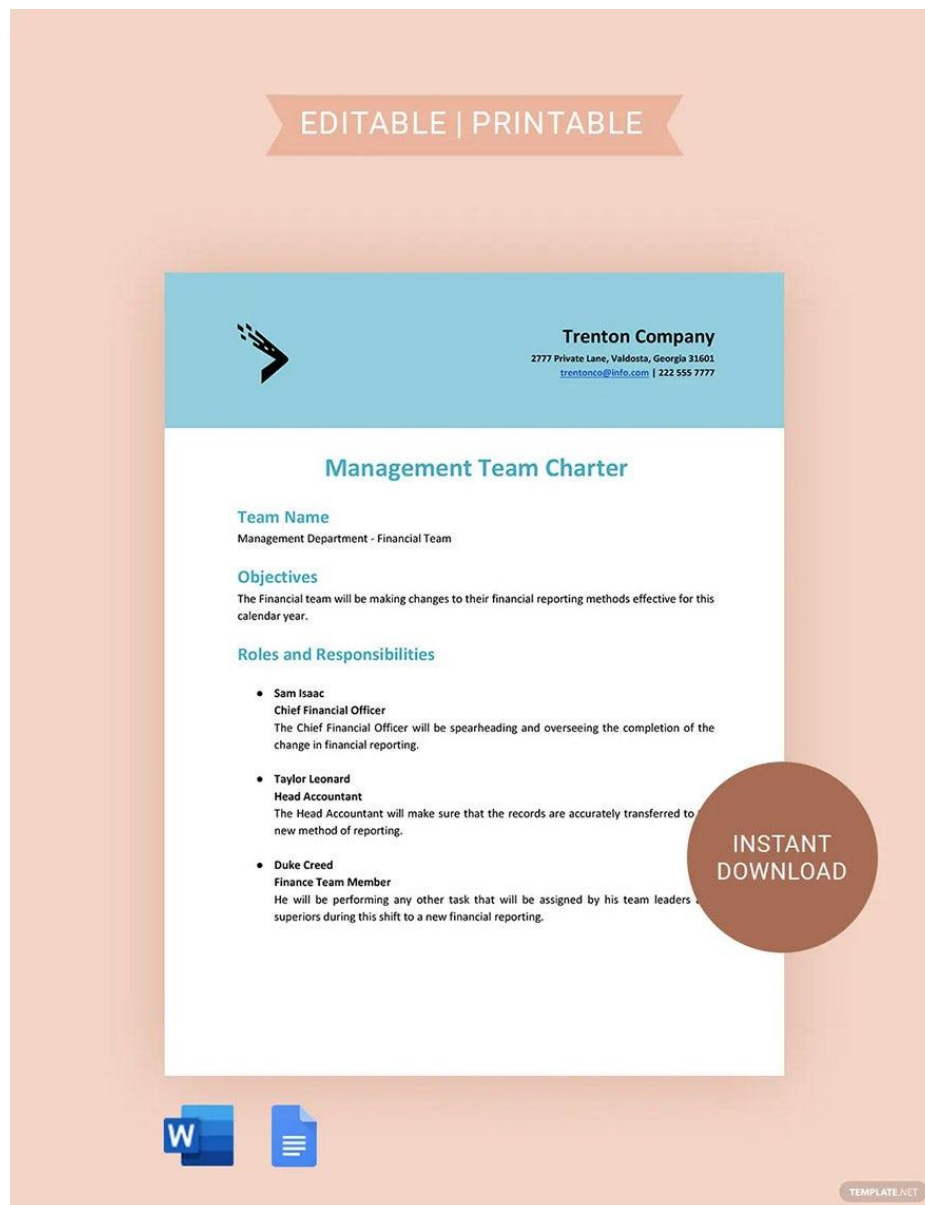


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Management Team Charter

A [management team charter](#) plays a significant role in an organization as a visual representation of a roadmap for high-performing management teams. The management team charter functions define the team's purpose, lay out the general guidelines, rules, and responsibilities of internal procedures, and create a blueprint or canvas for the short-term and long-term goals and objectives of the organization. Management team members must agree with the contents of the team charter, and it is necessary to discuss the contents among the team before finalizing it.



Leadership Team Charter

A [leadership team charter](#) is a document that defines the team's objectives, restaurants, conditions, and constraints when it comes to leadership roles in a project, activity, task, department, or organization. Through the team charter, the members have a strong foundation from the start, avoiding complications and dysfunctional events, producing a team that continually produces positive and consistent results. Establishing the document allows team members to focus on their goals and objectives without straying away from unnecessary actions.



MC3 Inc.

605 E Main St Walnut Grove, Missouri 65770
info@mc3.com | 222 555 7777

Leadership Team Charter

Team Name

Leadership Team

Objectives

The primary goal of the leadership team is to unite a diverse group of people around a common goal – at least for the duration of their employment. This entails communicating clearly that the organization's larger agenda is more important than focusing on individual goals.

Roles and Responsibilities

- **Lira Young**
Chief Executive Officer
She is in charge of overseeing the company's overall operations. Delegating and directing agendas, driving profitability, managing company organizational structure, strategy, and communicating with the board are all examples of her responsibilities.
- **Mitch Ramone**
Chief Operating Officer
She performs both the functions of chief executive and manager. She creates, implements, and oversees policies to promote company culture and vision, as well as overseeing operations to keep businesses on track.

Shared Purpose

A leadership team's primary responsibility is to provide strategic direction and goals, oversight, decision-making, business updates/communication, and control for the division as a whole. Each team member is in charge of his or her own specific business and/or function. At the same time, each team member is accountable for overall divisional leadership and business results.

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Agile Team Charter

An [agile team charter](#) is a business document that guides an Agile team by outlining its purpose, goals, objectives, mission, values, and operational scope. An agile team represents a group of employees, freelancers, or contractors responsible for performing Agile projects, consisting of cross-functional roles according to the project needs and the Agile framework available. The document aims to keep the team on track, eliminate confusion, and create a general understanding of the work project.

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**Deep End Software Company**
426 Rainbow Road, Goodyear, Arizona 85338
deepend@software.com | 222 555 7777

Agile Team Charter

Team Name
Agile Team for Software Development

Objectives
The Agile Team is responsible for developing the product software of the company. For this current project, what the Agile Team is responsible for is to improve on the last version of the Web Connect Software. Their task is to modify the software and improve it while frequently releasing the latest modification.

Roles and Responsibilities

- **Mac Lennon**
Project Manager
The Project Manager is the person responsible for overseeing the process and completion of the current project of the Agile Team.
- **Reece Wilson**
Software Developer
The software developers are responsible for the improvement and modifications of the Web Connect Software.
- **Neil Lachlan**
Business Analyst
He will mainly be responsible for market and product research. His research will include the marketability of the products.

Budget
The budget of the Agile team will be made on a per-project basis. For this current project, their budget will be in the amount of eighty-five thousand dollars (\$85,000).



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Team Charter Uses, Purpose, Importance

Constructing a model of a team charter enables members to have a clear understanding and vision of how to deliver a project and expect positive outcomes after the project completion. Providing a transparent approach to completing the project is one of the importance of developing a team charter.

Well-Prepared Processes and Procedures

A team charter enables team members to plan successfully before starting on a particular project. The charter document acts as the team's template, checklist, and action plan to guarantee high-quality team productivity and collaboration. Team members do this by acquiring buy-in from all the members, saving time and energy.

Identifies Roles and Responsibilities

An effective team charter encourages real-time input from the team members. As such, identify the interests, lifestyle, strengths, weaknesses, expertise, and skills through allocating roles and responsibilities that match the individual and the overall project goal. Utilize the resource the team has in the best way possible to ensure greater levels of accountability.

Sets Boundaries and Scope

Every team charter covers the scope and boundaries that members must follow. Often, teams wonder what situations and activities are in their control and what an organization expects of them after the project. Completing an effective team charter helps members to understand their boundaries and focus on the scope and responsibilities.

Identify Authority and Resources

More often than not, team members want to know their levels of authority when it comes to making decisions about parts of a project. The team charter document enables the individuals to clarify each member's level of authority, setting the resource requirements for succeeding in the project. It also helps the members determine necessary elements of project planning, including budget plans and third-party contractors.

Improves Productivity and Project Success

The process of creating the team charter is vital to the success of any project. Investing the time to complete a team charter inspires individuals and helps the team to become more successful. It allows teams to achieve SMART goals by agreeing to a level of accountability for accomplishing tasks and activities in the project.

What's in a Team Charter? Parts?

Background

The background section lays out the groundwork for a project. It summarizes the project background and why an organization wants to start it, allowing the team to determine how they fit in the project and identifying its stakeholders.

Mission and Objectives

The mission statement of the charter defines the meaning of success for the team to identify their aims for each new task or activity they perform. The section also explains the benefits and business driving the project.

Budget and Resources

This section of the team charter identifies funding plans and other offerings, including training and development. It also houses the name of the entity funding the project, including their contact details for expenses inquiries.

Roles and Responsibilities

Every person in the team must know their roles and responsibilities. The section lists the team member's expertise and skillsets, including the authority of specific tasks and activities.

Team Operations

The team charter must contain an organizational structure for the team to work effectively. It must consist of project pathways, exit strategies, operating rules, etc., to have clear processes.

Scope

The project scope must be present in the project charter. It details how the team members participate in the scope.

Performance Assessment

As a project progresses, team members undergo performance reviews and assessments. The section explains the process of assessing individuals and the measurement matrix managers use.

Activities and Milestones

This section of the team charter lists all project tasks, activities, and milestones. Identifying these elements enables a team to know the next steps to take in the process.

Communication Guide

All forms of team communication are present in this section of the team charter. It consists of various communication methods and the frequency of meetings and status reports.

Signatures

This section requires the signature of onboard team members. Members guarantee they understand their roles, responsibilities, and project scope by signing the document.

Team Charter Anatomy

Mission and Objectives

Budget and Resources

Team Operations

Communication Guide

Roles and Responsibilities

Performance Assessment

Signatures

Modern Solutions
2485 Byron Lane, Knight Landing, California 95645
modernsolutions@ms.com | 222 555 7777

Writers Team Charter

Team Name
Content Department - Technical Writing Team

Objectives
The Technical Writing Team is in charge of coming up with sample content for professional templates that individuals or companies can use. The Technical Writing Team shall be in charge of researching the highly competitive sample templates that internet users are currently searching for. The Technical Writing Team aims to provide sample templates not just for working professionals but for students as well.

Roles and Responsibilities

- **Michael Summers**
Production and Quality Lead
He will be responsible for doing the research on sample templates to be written.
- **Eve Greene**
Senior Editor
She will be responsible for ensuring that all of the edited templates are ready for publishing.
- **Christian Holmes**
Lead Writer
He will be responsible for making standard guides that writers must follow during content writing.

Budget
The Technical Writing Team shall be allotted one hundred thousand dollars (\$1,000) bi-annually.

Work Process

```
graph TD; A((Template Research)) --> B[Standards Guide Making]; B --> C[Content Writing]; C --> D[Editing]; D --> E[Final Proofreading]; E --> F[Template Design and Publishing]; F --> A;
```

Performance Assessment
The Production and Quality Lead will assess all written outputs based on uniqueness, grammar, sentence construction, and vocabulary use.

Communication Process
All communications between all the members of the Technical Writing Team will be done using their company-issued email addresses.

Signature

Michael Summers
Production and Quality Lead
January 10, 2020

Eve Greene
Senior Editor
January 10

How to Design a Team Charter

1. Choose a [Team Charter Size](#)
2. Specify the Purpose of the Team Charter
3. Pick a [Team Charter Template](#)
4. Determine the Purpose and Values
5. Set a Project Timeframe
6. Define Roles and Responsibilities
7. Construct Communication Norms
8. Print the Team Charter

How to Design a Team Charter?



Team Charter vs. Project Charter

A team charter is a business document that aims to establish team values, agreements, and operating guidelines like communication approaches, decision making, conflict resolution processes, and meeting guidelines.

Meanwhile, project charters provide high-level descriptions and requirements of projects, with many institutions using the Lean Six Sigma project charter under the steps of DMAIC (Define, Measure, Analyze, Improve, Control).

What's the Difference Between Team Charter, Mission Statement, and Project Scope?

A team charter is a comprehensive business document that individuals develop in a group or a team, clarifying the team direction and boundaries, including the project scope and mission statement.

Mission statements are single sentences or brief paragraphs that contain a summary of the aims and value of a company, group, or individual.

A project scope takes part of any project planning document that details the features and functions of the involved people in the project, including the goals, deadlines, and deliverables.

Team Charter Sizes

Team charters are documents that many industries and organizations use to communicate a team's purpose and values to perform high-level and quality work. Different [team charter sizes](#) are available for companies to use.

Team Charter Sizes	
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Types of Team Charters	Size (in)
Letter	8.5 × 11
A4	8.3 × 11.7

Team Charter Ideas & Examples

As various industries use team charters to produce high-quality deliverables and outcomes from projects, individuals can use team charters for activities and programs in different sectors. Various [team charter ideas](#) and examples are available for use as references.

- Team Charter Ideas and Examples
- Executive Team Charter Ideas and Examples
- Communication Team Charter Ideas and Examples
- Business Team Charter Ideas and Examples
- Work Team Charter Ideas and Examples
- Innovation Team Charter Ideas and Examples
- Healthcare Team Charter Ideas and Examples
- Performance Team Charter Ideas and Examples

- [Test Team Charter Ideas and Examples](#)
- [One Page Team Charter Ideas and Examples](#)
- [Enterprise Team Charter Ideas and Examples](#)
- [Employee Team Charter Ideas and Examples](#)

FAQs

What is included in a team charter?

A team charter has many components, like the background, mission, objectives, budget, resources, roles and responsibilities, operations, scope, assessment, activities, communication guide, and signatures.

How do you conduct a team charter?

To conduct a team charter, start with finding a project context, defining vision and objectives, developing deadlines, goals, and milestones, and laying out checks and balances.

How to create a project team charter?

To create a project team charter, develop a background, develop mission and vision objectives, identify roles and responsibilities, and list the budget and resources.

What is a team charter in business?

A business team charter is a document that a company develops to ensure that projects have clear sets of guidelines and directions for team members to follow.

What is the role of a team charter?

Team charters are a source of focus and direction for the team and educate the team members toward the appropriate direction.

How do I write a team charter statement?

Charter statements must be clear and concise, empowering, and inspirational, focusing on the goals and objectives of a project.

What four elements should a team charter have?

The four elements that every team charter must have are the scope, objectives, responsibilities, and team members.

What are the sections in the team charter?

The sections of a team charter include the background, purpose, objectives, roles, responsibilities, decision-making guidelines, and stakeholders.

How do team charters help people work together remotely?

A team charter helps to address various work concerns, including work schedules, meeting merits, email response times, and communication methods.

How can a team charter keep your team on track?

Team charters help keep teams on track by periodically referring to the document as a reference for meeting project goals and objectives.