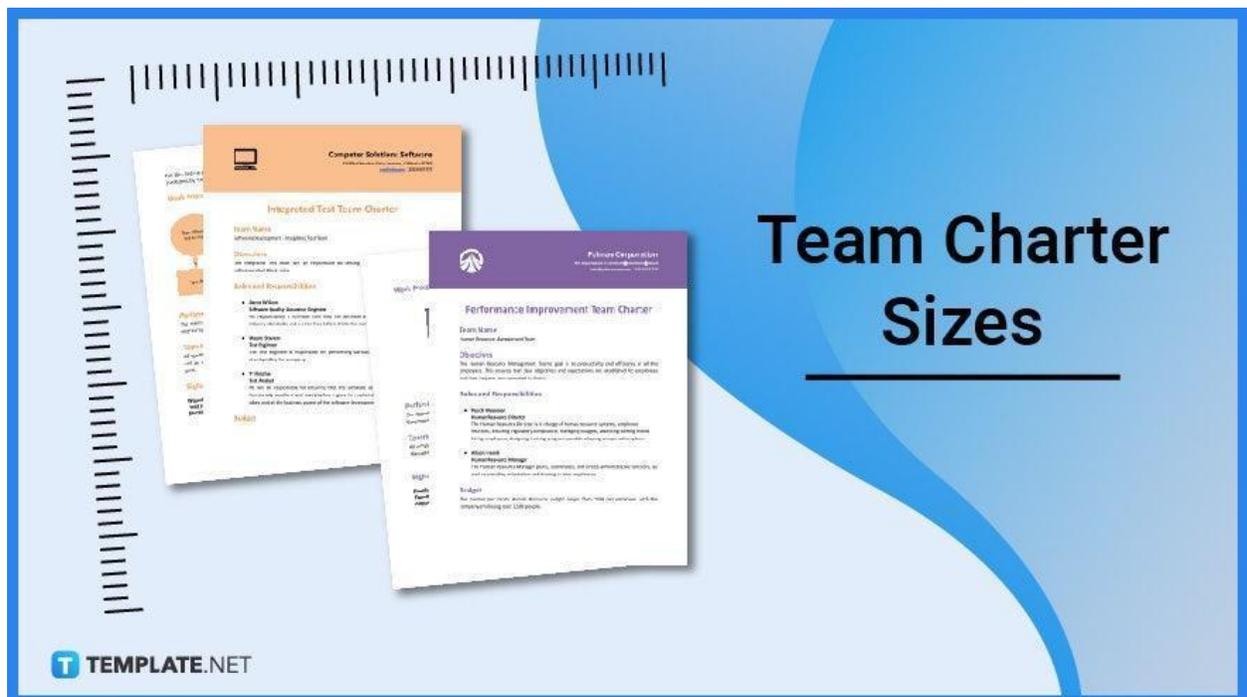


Team Charter Sizes

A team charter is a necessary project management tool for organizations and businesses to work on group projects with a layout or structure that represents the roles and responsibilities and objectives of team members. Companies use team charters and understanding the standardized team charter sizes helps an organization to create charter samples for the working group.



Team Charter Sizes Standard

Letter (8.5" x 11")

The US Letter size paper is the standard in the United States and Canada, following the American National Standards Institute on paper sizes, with measurements of 8.5 x 11 inches or 216 x 279 mm, equating to the default paper size of many programs and printers. Most business documents use the US Letter size when creating a monthly progress report, wedding project plan, event project plan, conflict resolution form, project management status report, or project management network diagrams for work agile projects using team charters.

A4 (8.3" x 11.7")

The A4 standard size paper follows the international standard size from the ISO 216 standard paper sizes under its A series, with measurements of 8.3 x 11.7 inches or 21 x 29.7 cm, which many companies use internationally for their business documents.

Companies can develop their team charter documents following their DMAIC project plans, Lean projects, or Lean Six Sigma project plans to show the project timeline, project scope, and other necessary elements of a team charter document.

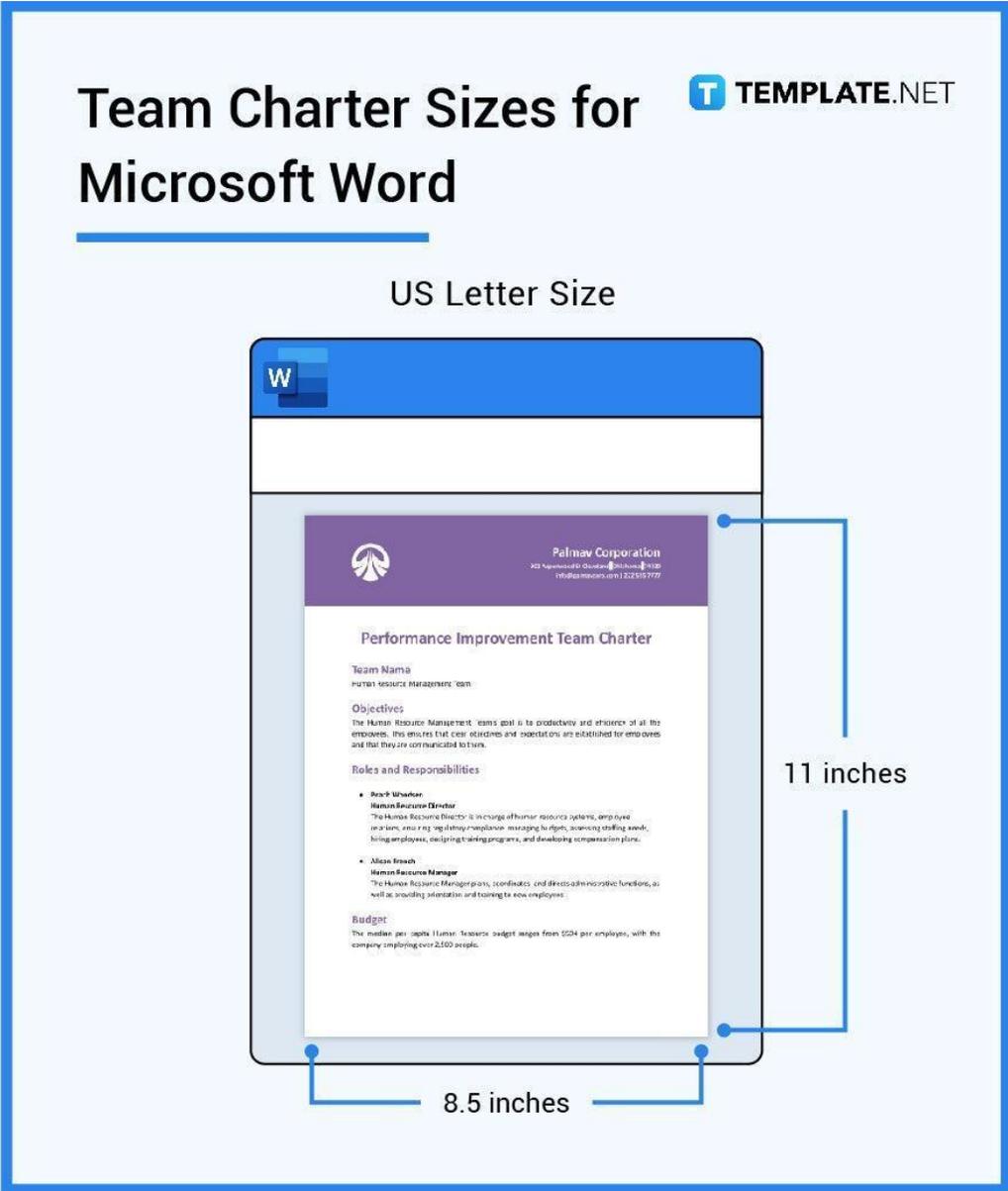
Team Charter Sizes for Print

Aside from using the standard team charter sizes of US Letter and A4 sizes, many organizations can utilize other paper sizes for their team charters, depending on how they plan to use the document. For example, a company can print the team charter in a tabloid size of 11 x 17 inches that the organization can use for leadership meetings about project teams or other paper sizes, including A3 project size papers to discuss more specific sections of the charter.

TYPE OF PAPER	SIZE(in)
US Letter Size	8.5" × 11"
A4 Size	8.3" × 11.7"
Tabloid Size	11" × 17"
A3 Size	11.69" × 16.54"

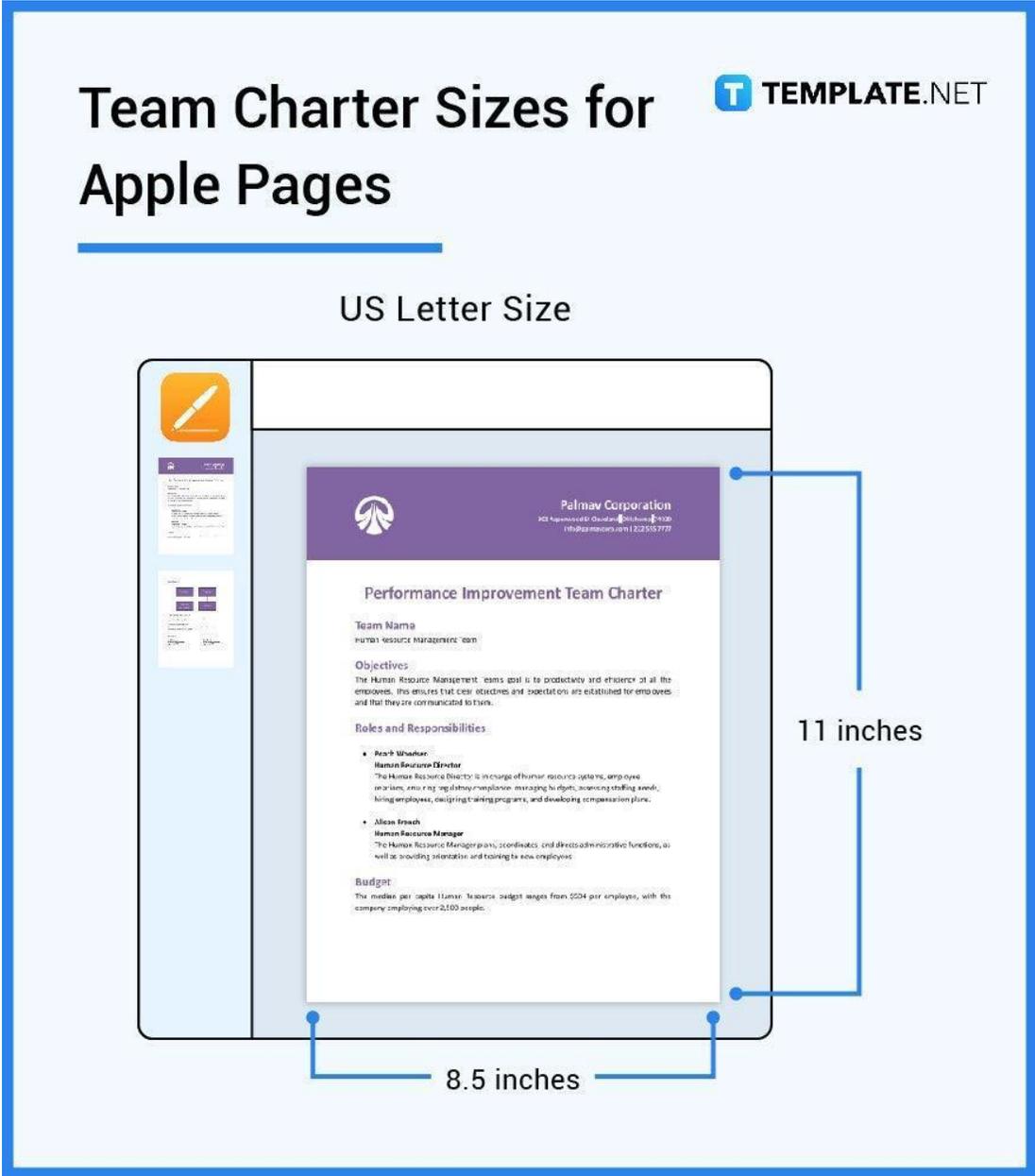
Team Charter Sizes for Microsoft Word

Individuals and organizations commonly use the Microsoft Office applications like Word, PowerPoint, and Excel when making business documents, with Microsoft Word more viable for word documents, PowerPoint for PowerPoint presentations, and Excel for tables, charts, or graphs. For team charter sizes in Microsoft Word, input the information on a new document with the default paper size measuring 8.5 x 11 inches, equal to the US Letter size, and the individual has the option to change the paper size by selecting the File menu, Print, and then Page Setup and select the paper size from the drop-down menu, ranging from A4, Legal, tabloid, etc.



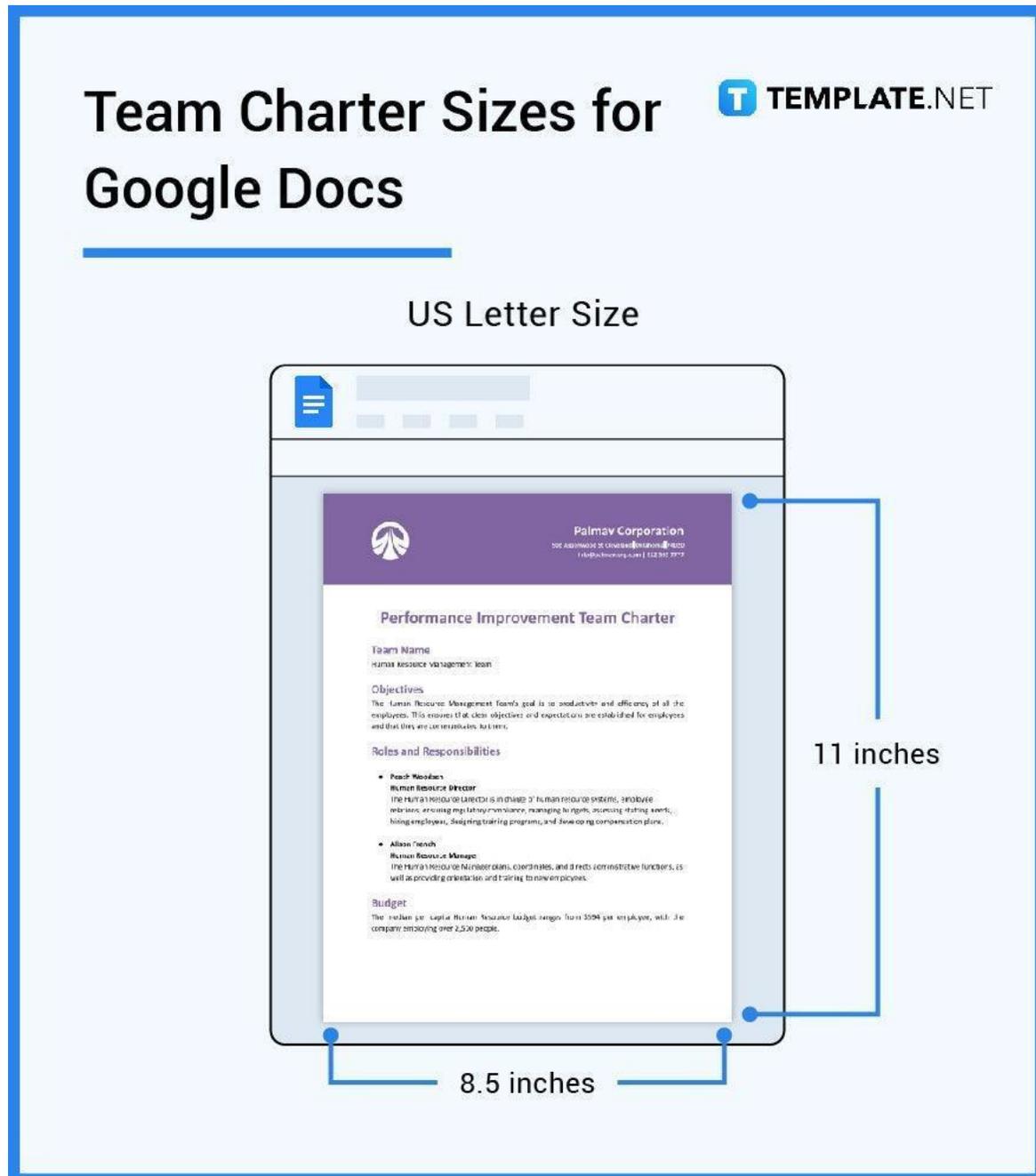
Team Charter Sizes for Apple Pages

For Mac users, Apple has a word processor application in Apple Pages where individuals can create word documents, like team charters, working on a simple blank canvas to create a comprehensive charter with the team members working on the particular project. The default paper size for the word document in Apple Pages is the US Letter size measuring 8.5 x 11 inches, wherein users can navigate through various paper sizes by going to the Document tab, clicking the pop-up menu showing the current paper size, and selecting through the paper sizes, including A4, Legal, and other A-series sizes.



Team Charter Sizes for Google Docs

Google Docs is a convenient word processor available to all Google account holders, easily accessible and editable with the use of the internet, and accessible in different browsers. Create team charter documents using Google Docs after logging into a Google account, incorporating the components of a team charter into a blank document with the default paper size of 8.5 x 11 inches, editing the paper size to A4, Legal, tabloid, folio, A3, A5, etc.



Team Charter Sizes FAQs

What should a team charter cover?

A team charter must cover necessary information that helps the team to function effectively, including the background, mission, objectives, budget, resources, roles and responsibilities, operations, scope, assessment, activities, communication guide, and signatures.

How do you structure a team charter?

Structure the team charter for each team member understands and identify their roles and responsibilities entering a project, having all the members sit and construct the document together.

How long should a team charter be?

A team charter must not be more than one page, especially if there are less than ten members in the group.

How to define and build your sales team charter?

A sales team charter starts with detailing the goals the team must accomplish, the methods to achieve these goals, the metrics to track progress and success, and the accountability the members assume.

What are the dimensions of a team charter?

The dimensions of a team charter must articulate the scope, mission, objectives, and deliverables of a project that a team is working on.

What is the layout of a team charter?

The layout of a team charter follows an outline containing the project background, mission, objectives, budget, resources, roles and responsibilities, operations, scope, assessment, activities, communication guide, and signatures.

How do you change the size of a team charter?

To change the size of a team charter, access a word processor application like Microsoft Word, Apple Pages, or Google Docs to edit the page size into the desired paper size, including legal, tabloid, A4, A3, etc.

What makes a good team charter?

A good team charter provides a specific vision and mission that all team members understand and support, providing high-quality deliverables.

What is a team charter in scrum?

Scrum team charters are management tools that help solve complex problems by increasing communication and collaboration levels among team members.

How can I customize my team charter?

Most team charters are customized documents, following the skillsets and experiences of team members to accomplish a project according to the vision and goals.

What does a team charter do?

A team charter is a tool that project team members can use to reference the goals, objectives, roles, and responsibilities to ensure that they achieve the agreed-upon deliverables.

How do you write a team charter to achieve your goals?

Write a team charter by creating a name for the team charter, determine the purpose and goals of the team, plan for the timeframe, identify the roles and responsibilities of members, define the communication and ground rules, and determine the meaning of success.

How do you print the team charter in the perfect size?

Ensure that all the content of the team charter fits into the paper size the individual selects, with one-inch margins on each side to ensure that all contents remain in the paper.

Why do agile teams need a team charter?

Agile teams require team charter documents to keep the team on track, prevent delays, and develop an understanding of the project.

How do you create a team charter in agile?

To create an agile team charter, discuss and onboard stakeholders, brainstorm ideas, organize notes, indicate a clear scope and vision, define roles and responsibilities, and outline the necessary goals and objectives.