

Team Charter

[Project Name]

Instructions: Update or delete any red text in this template. For more information on how to enhance team engagement throughout your project, visit our blog at www.metispire.com.

Revised: [Insert Month Year]

Revision Summary:

[Provide a brief summary of any changes made to this document throughout your project.]

Date	Summary of Change
[Insert Date]	[Insert summary of changes]

Document Purpose

This team charter is designed to establish and document the [Project Name] team's purpose. It specifies the team's name, mission, values, working hours, and location. The charter also outlines team communication norms, decision-making protocols, and promotes team member commitment. It's important to note that the team charter is dynamic, like the team composition, and will adapt and evolve as the project advances.

Document Maintenance

Team re-planning and documentation updates will occur periodically, at a minimum on a monthly basis, in response to significant events such as funding adjustments, scope modifications, or

resource shifts, or at the project manager's discretion.

Related Documents

- Project Charter [\[insert link\]](#) – Provides essential details for decision-makers to evaluate and approve the project.
- Project Management Plan [\[insert link\]](#) – Details the team's scope, assumptions, constraints, and changes, as well as outlines risks, issues, roles, responsibilities, and operational procedures.

Team Name

This team name is [\[Team Name/Project Name\]](#).

Team Members

This project team members **who** have a role and responsibilities in this project are detailed in the table below. Each team member's specific role and their responsibilities are detailed to ensure clear communication and accountability throughout the project. [\[To facilitate discussion, ask the team members to consider their specific responsibilities, particularly those in sub-teams, to ensure a comprehensive review.\]](#)

Name	Title	Responsibilities
	[Project Sponsor]	[Approves the project work.]
	[Project Manager]	[Drives the project work.]
	[Strategist]	[Develops the content.]
	[Designer]	[Creates the designs and visuals.]

Team Mission

The mission of our team is to [clearly articulate the team's objectives]. [To help facilitate discussion, ask the team members to think about their purpose and the identified problem(s) and desired outcome(s) from the project charter/business case.]

Team Values

The values for our team are the guiding principles that shape our conduct and decision-making throughout the project. They reflect our collective commitment to excellence and collaboration. As we work together, we encourage each team member to internalize these values and let them guide our actions:

- [For example: We will document all significant changes.
- We will identify risks and issues early in the project.
- We will review our task assignments daily.
- We will complete quality reviews before sharing deliverables with stakeholders.
- We will continuously improve our processes and procedures.
- We will avoid multi-tasking.
- We will value honesty and transparency.]

Team Working Location

The working location for our team is [home office/office location/etc.]

Team Working Hours

The working hours for our team are [For example: Monday – Friday, 9am-5pm Eastern Time.]

This team will be out of the office and unavailable for work on the following dates:

- [List holidays]
- [List vacations]

- [List other significant time periods]

Team Communication Norms

This team adheres to the following communication norms to ensure efficient and effective collaboration throughout the project:

Tool	When to use	When to respond
[Virtual meeting]	[To hold virtual meetings with the project team and stakeholders.]	[As scheduled.]
[Phone call]	[When an urgent response is needed.]	[As soon as possible.]
[Chat]	[When an urgent response is needed or when a message is private.]	[As soon as possible]
[Email]	[To send and receive meeting invites or for communication with external stakeholders.]	[Within 24 hours.]

Team Decision Making

This team follows a structured decision-making process to ensure clarity and alignment on key decisions throughout the project.

The process involves the following steps:

- [For example: Clearly define the decision that needs to be made.
- Determine who will be the Driver (D), Approver (A), Contributors (C), and Informed (I).
- Clarify who must give input and who could give input.
- Use an approach such as "recommend → disagree → decide → commit" to make a decision.
- Put the decision into action.
- Continuously monitor the decision's impact and make adjustments as needed.]

Driver (D)	Approver (A)	Contributor (C)	Informed (I)
<i>Responsible for leading the execution of the decisions.</i>	<i>Has the final say in validating or accepting the decisions.</i>	<i>Actively participate and contribute input for the decisions.</i>	<i>Kept up to date on the progress or completion of the decisions.</i>

Team Conflict Management

In this team, we draw on our collective experiences to manage conflicts effectively. We encourage each team member to reflect on past instances of team conflicts and the strategies that led to successful resolutions.

To navigate conflicts, we will:

- [For example: Look for signs of conflict and promote open dialogue.
- Clearly identify the conflict and engage all relevant parties to contribute their perspectives.
- Seek resolutions that are collaborative or involve compromise, seeking win-win outcomes.
- If necessary, involve an impartial mediator to help resolve persistent conflicts.
- Document the conflict resolution process, action items, and swiftly implement the solutions.
- Continuously monitor the effectiveness of the resolution and make adjustments as needed.]