

Team Charter Process



A CHARTER DOCUMENT is a written record of agreements about both the scope of the team's work and how it will go about accomplishing this work. The charter acts as a living agreement among the team, its sponsors, and other groups or individuals with whom the team interacts. While the team activity of defining a charter is valuable, enduring benefit occurs when all members internalize it and abide by its principles.

- 1 Step One: PURPOSE**
 - What is the purpose of our team? Why do we exist?
 - What services and/or deliverables is the team responsible for?
 - How does it support achievement of the organization's mission?
- 2 Step Two: STRENGTHS**
 - What are our key team strengths?
 - How will we leverage them to achieve our goals this year?
- 3 Step Three: KEY STAKEHOLDERS**
 - With whom do we as a team need to coordinate our work?
 - How will this coordination be done?
- 4 Step Four: TEAM VALUES**
 - What is important to us as a team?
 - Give specific examples of how you see yourself and the team living these values.
- 5 Step Five: PRESSURES**
 - What is putting pressure on you right now? Economic, environmental, etc.
 - What solutions do you have in mind?
- 6 Step Six: COMMUNICATION STRATEGIES**
 - What internal and external communication processes need to be in place for team and organizational success?
- 7 Step Seven: DECISION MAKING**
 - How will the team make decisions?
 - How do you want to remain accountable to one another a round those decisions?
- ! Final Step: PERSONAL COMMITMENT**
 - What will you personally commit to to ensure this team charter endures its value?



With offices in Denver, London and Seattle, Alchemy provides services to clients around the globe.

For more information about our consulting services and products visit us on-line at: www.link2alchemy.com

Alchemy Denver
2546 15th Street
Denver, Colorado
USA 80211
phone: 720.932.8720

Alchemy London
7 Cambridge Road
Hampton, Middlesex TW12 2JL
UK
phone: +44.791.711.3434
direct from US: 303.952.0457

Alchemy Seattle
3239 NW 56th Street
Seattle, Washington
USA 98107
phone: 206.407.3439