

# 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?



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