

TOOL BOX

CHARTERING THE PROJECT TEAM

Project team charters help even the most seasoned group leaders avoid conflict, begin projects with everyone on the same page, stay on track, and meet expectations. This charter takes one to two hours to complete and is worth the upfront investment to avoid later issues. The person convening the group typically works with the project team leader to complete the charter.

Project Team Charter

1. Purpose (Tell why the team exists)
2. Scope (Outline the range of topics the team will explore and/or activities it will undertake as well as its authority as an advisory group, decision-making team, implementation team, or other)
3. Term (State how long the team will be in place)
4. Leadership (Identify who is in charge of the group's activities and outcomes)
5. Team Composition (List the team members and their titles/positions and/or the stakeholder groups they represent)
6. Reporting Responsibilities (Name to whom the team reports, how often, through what means, and what the reports are expected to contain)
7. Meeting Frequency (Typically, the team decides this when they first meet)
8. Decision-making (Determine in advance how the group's decisions will be made, e.g., by consensus, vote, modified consensus...)
9. Final Output/Outcomes (List the specific deliverables this team is responsible for producing and the target timeline for each)

