**TEAM CHARTER**

**A team charter is a document that describes the work a team will do, how that work will be done, and who on the team is responsible for the various work areas. If developed correctly, a team charter is helpful in not only keeping the team focused on the tasks that need to be completed but also in minimizing confusion or tension that can arise if work priorities and procedures are not clearly defined or understood by team members. In addition, the charter can be particularly valuable in helping to orient new team members to the team’s mission and organization. Moreover, the team charter serves as a historical record for process evaluation or program development.**

**The list below outlines the main elements (in bold) that should be included in a team charter. Each element is followed by a bulleted list of prompts that will help your team consider how to “flesh out” and elaborate on each element to ensure a thoughtful and complete description of the ways in which team members will work together to complete the work needed to support the QIC-AG.**

**Team Charter Elements and Prompts**

**Leadership**

* Is the team leader on the Project Management Team (PMT)?
* To whom does the team leader report?
* Who on the PMT is supporting this site’s team?

**Team Members**

* List name, title/position, and role responsibilities for each team member

**Project and Team Mission**

* What is the mission of the project?
* What does the project leadership expect the site team to do?

**Team Goals and Objectives**

* What does the team want to accomplish, achieve, or create as a team?
* How will the team know if their goals have been accomplished?
* How much time will the team need to complete its objectives?

**Scope and Boundaries of the Work**

* What resources are available to the team?
* Are the available resources adequate for completing the work?
* Does the team need any additional resources or information from leadership to do their work? Is anything missing?

**Expected Deliverables**

* Make a list of tasks and deliverables

**Decision Making Authority and Policy**

* What types of decisions will be made by the team?
* What authority does the team have to implement decisions?
* Is approval needed from project leadership to implementteam decisions?
* What decision-making process will the team use? How will decisions be made as a group?
* How will the team handle disagreements or conflicts that arise?

**Communication Strategies**

* Identify the other teams and stakeholders your team will to need to communicate with
* What information needs to be shared within your team?
* What kind of information does your team need to share with other teams and stakeholders?
* How will information be shared with team members?
* How will information be shared with other teams?
* How will information be shared with stakeholders?
* What resources are available to keep everyone informed and involved (e.g., ShareFile)?
* Are the information sharing methods approved as safe, secure for sensitive information?
* Who is responsible and has the authority for sharing information?
* How often should information be shared within the team?
* How often should information be shared with other teams and/or stakeholders?

**Roles and Responsibilities**

* How often will the team meet, for how long, when and where?
* How will the agenda for team meetings be developed?
* Who is responsible for developing meeting agendas?
* Who will lead team meetings?
* How will team decisions be documented and tracked?
* Are responsibilities evenly divided among team members? If yes, what are the responsibilities of each individual?
* Does the team have the right people to do the work and accomplish its goals?
* How will the team’s performance be evaluated?
* How will the performance of individual team members be evaluated?
* What procedures will be followed to remove a team member who is not fulfilling his or her responsibilities?