

DESIGN A TEAM CHARTER

PROJECT MANAGEMENT

THIS TOOL WILL HELP YOU TO:

- ★ develop a strong foundation with team members on your project
 - ★ build commitment and alignment within your team
 - ★ have a place of reference to come back to when the team is faced with challenges
 - ★ establish a process for good governance and direction within the team.
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HOW TO:

A team charter is best developed early during the formation of the team. The charter helps to clarify direction while also establishing boundaries, norms and expectations of team members. While not always necessary, it may be useful to arrange an external facilitator to help manage the process of team charter development so the team can focus on content.

Investing the required time to develop a charter reduces confusion about the group's objectives and boundaries. The charter also provides the information needed to reduce the risk of disagreement, conflict and rework, enabling the team to get it right the first time.

The following framework can be utilised to establish the groundwork for building your team charter.

- 1 Define the teams mission or purpose.
- 2 List all team members contact details.
- 3 List each team members preferred and least preferred method of communication.
- 4 Establish a routine time for when the team will meet, outlining how often it is acceptable to miss a meeting and under what circumstances.
- 5 Develop a set of values and ground rules for respect.
- 6 Outline how the team will make decisions and what the process will be.
- 7 Define team roles and responsibilities.
- 8 Sign off by all team members as a statement of commitment when all steps agreed.



BRING IT TO A MAKE CHANGE HAPPEN MEETING

Report back

Design a Team Charter with your group and report back on the process and learnings that came out of the session. Was this a useful tool? How has your team benefited? What elements of the process were challenging and how did you overcome these?

Practice run

It is difficult to practice making a team charter in a Make Change Happen meeting. You could find a way to do it as a role play if you really want practice with this tool. Otherwise just get together with your project team and do it.

DESIGN A TEAM CHARTER

THE CHARTER HELPS TO CLARIFY DIRECTION WHILE ALSO ESTABLISHING BOUNDARIES, NORMS AND EXPECTATIONS OF TEAM MEMBERS.

COMBINE THIS TOOL WITH:

Pack for Your Hike
Write Your Legacy
Grow Your Vision Tree
Refresh Your Vision
Pool Your Ideas
Set S.M.A.R.T. Objectives

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