**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12117&utm_source=template-word&utm_medium=content&utm_campaign=Project+Team+Charter-word-12117&lpa=Project+Team+Charter+word+12117)Project Team Charter   
Template**

TEAM CHARTER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME | | | | | |
|  | | | | | |
|  |  |  | | |  |
| PROJECT REFERENCE | | | DATE PREPARED | VERSION | |
|  | | |  |  | |

# TEAM MEMBERS

List the names and roles of all team members.

|  |  |  |
| --- | --- | --- |
| ID | NAME | ROLE |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

TEAM VALUES AND PRINCIPLES

List the core values and principles the team agrees to uphold.

|  |  |
| --- | --- |
| ID | DESCRIPTION |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

MEETING GUIDELINES

Establish rules for conducting team meetings.

|  |  |
| --- | --- |
| ID | DESCRIPTION |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

COMMUNICATION GUIDELINES

Outline how the team will communicate.

|  |  |
| --- | --- |
| ID | DESCRIPTION |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

DECISION-MAKING PROCESS

Describe how decisions will be made within the team.

|  |  |
| --- | --- |
| ID | DESCRIPTION |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

|  |
| --- |
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