**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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