

Simple Team Charter Template

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TEAM CHARTER

TEAM
NAME

Choose a name that reflects the team's purpose or project theme.

PROJECT
NAME

Specify the official name of the project to be undertaken.

TEAM LEADER

————— DURATION —————

Name the individual responsible for leading and coordinating the team.

Define the start and end dates of the project.

BACKGROUND

Why is this project important? What led to the initiation of this project?

Provide a brief overview of the project context and rationale.

MISSION

What is the primary goal the team aims to achieve?

State the fundamental purpose of the team.

OBJECTIVES

What are the key deliverables? What are the success criteria?

List specific, measurable outcomes the team should achieve.

BUDGET AND RESOURCES

Detail the financial and physical resources available to the team.

What is the total budget? What resources are needed?

ROLES AND RESPONSIBILITIES

Who is responsible for what? How are responsibilities divided?

ROLE

ASSIGNED TO

RESPONSIBILITIES

ROLE	ASSIGNED TO	RESPONSIBILITIES

COMMUNICATION PLAN

Outline how the team will communicate internally and with stakeholders.

What are the preferred communication channels and frequency?
Who are the key stakeholders to be informed?

RISK MANAGEMENT

Identify potential risks and mitigation strategies.

What potential obstacles could arise? How will these be managed or mitigated?



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