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

TEAM CHARTER

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| 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. |

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| BACKGROUND | Why is this project important? What led to the initiation of this project? |
| Provide a brief overview of the project context and rationale. |  |

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| MISSION | What is the primary goal the team aims to achieve? |
| State the fundamental purpose of the team. |  |

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| OBJECTIVES | What are the key deliverables? What are the success criteria? |
| List specific, measurable outcomes the team should achieve. |  |

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| BUDGET AND RESOURCES Detail the financial and physical resources available to the team. | What is the total budget? What resources are needed? |
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| ROLES AND RESPONSIBILITIES | | Who is responsible for what? How are responsibilities divided? |
| ROLE | ASSIGNED TO | RESPONSIBILITIES |
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| COMMUNICATION PLAN | What are the preferred communication channels and frequency? Who are the key stakeholders to be informed? |
| Outline how the team will communicate internally and with stakeholders. |  |

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| RISK MANAGEMENT | What potential obstacles could arise? How will these be managed or mitigated? |
| Identify potential risks and mitigation strategies. |  |

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