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

TEAM CHARTER

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| TEAM NAME | Charging Champions | |
| Choose a name that reflects the team’s purpose or project theme. | | |
| PROJECT NAME | Supercharge Expansion Project | |
| Specify the official name of the project to be undertaken. | | |
| TEAM LEADER | | –––––––––– DURATION –––––––––– |
| Alex Rivera, Project Manager | | July 20XX – December 20XX |
| 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. | To accommodate growing demand and technological advancements in the EV market, Positive Charge is initiating an expansion project. This project is critical due to increasing competition and the opportunity to capitalize on emerging markets. |

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| MISSION | What is the primary goal the team aims to achieve? |
| State the fundamental purpose of the team. | To expand Positive Charge’s network by 40% and integrate new, cutting-edge charging technologies. |

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| OBJECTIVES | What are the key deliverables? What are the success criteria? |
| List specific, measurable outcomes the team should achieve. | • Deploy 200 new charging stations across urban and suburban areas. • Implement two pilot programs for ultra-fast charging technologies   by Q3 20XX. • Achieve a customer satisfaction score of 85% for new installations. |

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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? |
| Total budget allocated: $5 million.  Resources needed include new hardware, software upgrades, and two additional project teams. |

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| ROLES AND RESPONSIBILITIES | | Who is responsible for what? How are responsibilities divided? |
| ROLE | ASSIGNED TO | RESPONSIBILITIES |
| Project Manager | Alex Rivera | Overall project oversight, stakeholder communication. |
| Technical Lead | Sam Chen | Supervises installation and technical specifications. |
| Operations Coordinator | Jodie Hart | Manages logistics and team deployment. |

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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. | • Weekly team meetings and monthly updates to stakeholders.  • Utilize Slack for daily communication and SharePoint   for document management. • Quarterly review meetings with major 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. | Potential risks include supply chain delays and regulatory approval setbacks. Mitigation strategies include securing multiple suppliers and early engagement with regulatory bodies. |

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