Team Charter Worksheet

Unit Team Paper

Use this worksheet as a foundation create a charter for your team. Add in any additional information that will help the team achieve its goals. In your team introduction paper, you may include portions of this team charter where applicable in the separate sections of the paper.

1. Team Purpose (Mission) This is the introduction to the charter. It will help the team create a solid foundation for working together.
   1. Why does this team exist?
   2. What is it expected to achieve?
   3. Major Milestones-Tasks to be accomplished
2. Operating Guidelines.
   1. How will the team work together?
   2. What is the process for:
      1. Decision making
      2. Conflict management
      3. Meetings and communications
      4. Workload distribution
      5. Member Accountability
      6. Assigning team members to roles
3. What are the strengths of each team member?
4. How will the team account for skills that are not covered with existing members to accomplish the mission?