# TEAM CHARTER

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# Team Charter

For organisations, established teams, project teams or functions, getting clear on what you do, why and how is essrential.

A key differentiator between a high performing and cohesive team and one that isn't is clarity. Clarity over the purpose and mission. Clarity over the roles and responsibilities. Clarity over behaviours and expectations and how decisions are made.

A team charter is a great way to open conversations in a team and discuss what great looks like. Involving the team in its creation means that they own it, buy into it and commit to it.

A team charter helps when introducing new team members and how to handle the more challenging conversations when someone doesn't meet the team expectations.

**WHAT IS A TEAM?**
A group of 3-12 people who share the responsibility for achieving a shared goal - and share the rewards and recognition when it's achieved

# TEAM CHARTER

**TEAM NAME** _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

## Team Purpose
Why does your team exist? What is your purpose/function/impact/responsibility?

## What are our objectives?
How will you know if you have been successful? Think goals, targets, outcomes and measurables?

## Key roles and responsibilities

## Our core behaviours or values

# Working hours/location

How will the team work together, when and where?

# Conflict and Decisions

How will you engage in healthy conflict and challenge? How will disagreements be managed? How will decisions be made?

# Performance Management

How do we manage performance, give praise and give feedback?

# Meetings and Communication

How many meetings, where, who will chair them, what are the outputs, how will actions be communicated?

**Key elements**

- Purpose and objective of the team
- Values and behaviours
- How work is done
- Goals and measurables
- Communication and coordination
- Decision making
- Authority, accountability
- Resources

Additional elements might include

- Monitoring and reporting
- Resources
- Stakeholders
- Budget

**A little note about behaviours and values...**

Companies and tams are usually pretty good at addressing issues around the measurables - outputs and deadlines. Yet what makes a team really high performing is the way they individuals work together,

If you value trust and transparency for example, discuss what that looks like with the teams. Ask them to weigh in with their perspectives. If feedback is a core behaviour, discuss how it should be given, by whom, and when.

As the leader you set the direction, but understand that every team member can contribute to the how.

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