

(Insert team name)Team Charter

Focus	Team Information		
Team/Project Name			
Prepared By			
Business Need/Opportunity			
Team Vision Statement			
Scope	In Scope	Out of Scope	
	•	•	
Team Goals and Objectives			
Performance Metrics	Key Performance Indicators	Critical Behaviors	
Roles and Responsibilities (list names of sponsor, team members and any ad hoc members)	Names	Roles	Responsibilities
Creating Team Norms	Leadership: What We Do: • Goals and Objectives • Roles and Responsibilities • Processes and Practices How We Work Together As A Team: • How We Treat One Another • How We Operate and Learn as a Team • How We Engage Our Stakeholders		

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Key Stakeholders		
Required Resources		
Risks and Mitigation Strategies	Risks	Risk Mitigation Strategies