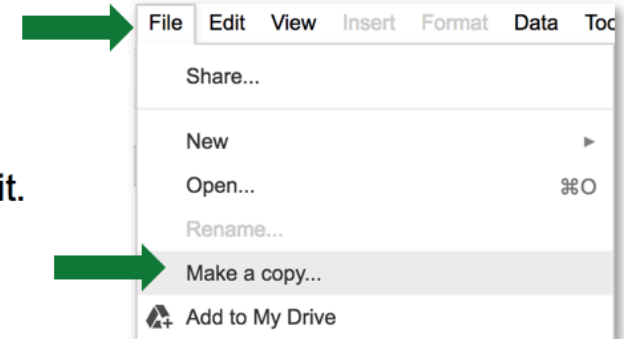


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# Agile Scrum Team Charter Template Example

<p><b>1. Purpose</b></p> <p>OBJECTIVE: To develop and launch a user-friendly mobile app that allows EV drivers to locate and reserve charging stations efficiently.</p> <p><b>Example</b></p>	<p><b>2. Roles and Responsibilities</b></p> <table border="1"> <tr> <td>Scrum Master</td> <td>Facilitates team meetings and ensures Agile practices are followed.</td> </tr> <tr> <td>Product Owner</td> <td>Defines project goals, prioritizes the backlog, and represents the customer's interests.</td> </tr> <tr> <td>Development Team</td> <td>Designs, develops, and tests the software product.</td> </tr> </table>	Scrum Master	Facilitates team meetings and ensures Agile practices are followed.	Product Owner	Defines project goals, prioritizes the backlog, and represents the customer's interests.	Development Team	Designs, develops, and tests the software product.	<p><b>3. Values and Agreements</b></p> <p>VALUES: Commitment, courage, focus, openness, and respect.</p> <p>AGREEMENTS: All team members agree to be punctual for meetings, respect each other's ideas, and provide constructive feedback.</p>
Scrum Master	Facilitates team meetings and ensures Agile practices are followed.							
Product Owner	Defines project goals, prioritizes the backlog, and represents the customer's interests.							
Development Team	Designs, develops, and tests the software product.							
<p><b>4. Key Stakeholders</b></p> <p>End users, product marketing team, customer service department, and senior management.</p> <p>INTERESTS: Stakeholders are primarily interested in the app's ease of use, functionality, and reliability.</p>	<p><b>5. Key Interdependencies</b></p> <p>Relies on data from the infrastructure team for real-time charging station availability and the marketing team for promotional content.</p>	<p><b>6. Success Measures</b></p> <p>CRITERIA: Success will be measured by user adoption rates, customer satisfaction scores, and the achievement of a set application download target within the first six months post-launch.</p>						
<p><b>8. Agile Methods / Events</b></p> <p>METHODOLOGIES: Utilizing Scrum framework.</p> <p>EVENTS: Daily stand-ups, bi-weekly sprint planning, sprint reviews, and retrospectives at the end of each sprint.</p>	<p><b>9. Communication Plan</b></p> <p>INTERNAL: Daily stand-ups for team sync, Slack for day-to-day, and monthly town-hall meetings with all stakeholders.</p> <p>EXTERNAL: Monthly newsletters to keep all external stakeholders informed of progress and any changes.</p>	<p><b>10. Risk Mgmt. Strategy</b></p> <p>RISKS: Potential delays due to unavailability of key team members or technical difficulties with third-party APIs.</p> <p>MITIGATION: Cross-training team members and establishing agreements with multiple API providers.</p>						
			<p><b>7. Definition of Done</b></p> <p>CRITERIA: A sprint is not complete until the code has been peer-reviewed, passes all tests, meets quality standards, and is documented.</p> <p><b>11. Continuous Improvement Process</b></p> <p>Regularly scheduled retrospectives to discuss what went well, what did not, and action items for process improvement to increase efficiency and effectiveness in future sprints.</p>					

# Agile Scrum Team Charter Template – Example

## 1. Purpose

**OBJECTIVE:** To develop and launch a user-friendly mobile app that allows EV drivers to locate and reserve charging stations efficiently.

## 2. Roles and Responsibilities

Scrum Master	Facilitates team meetings and ensures Agile practices are followed.
Product Owner	Defines project goals, prioritizes the backlog, and represents the customer's interests.
Development Team	Designs, develops, and tests the software product.

## 3. Values and Agreements

**VALUES:** Commitment, courage, focus, openness, and respect.

**AGREEMENTS:** All team members agree to be punctual for meetings, respect each other's ideas, and provide constructive feedback.

## 4. Key Stakeholders

End users, product marketing team, customer service department, and senior management.

**INTERESTS:** Stakeholders are primarily interested in the app's ease of use, functionality, and reliability.

## 5. Key Interdependencies

Relies on data from the infrastructure team for real-time charging station availability and the marketing team for promotional content.

## 6. Success Measures

**CRITERIA:** Success will be measured by user adoption rates, customer satisfaction scores, and the achievement of a set application download target within the first six months post-launch.

## 7. Definition of Done

**CRITERIA:** A sprint is not complete until the code has been peer-reviewed, passes all tests, meets quality standards, and is documented.

## 8. Agile Methods / Events

**METHODOLOGIES:** Utilizing Scrum framework.

**EVENTS:** Daily stand-ups, bi-weekly sprint planning, sprint reviews, and retrospectives at the end of each sprint.

## 9. Communication Plan

**INTERNAL:** Daily stand-ups for team sync, Slack for day-to-day, and monthly town-hall meetings with all stakeholders.

**EXTERNAL:** Monthly newsletters to keep all external stakeholders informed of progress and any changes.

## 10. Risk Mgmt. Strategy

**RISKS:** Potential delays due to unavailability of key team members or technical difficulties with third-party APIs.

**MITIGATION:** Cross-training team members and establishing agreements with multiple API providers.

## 11. Continuous Improvement Process

Regularly scheduled retrospectives to discuss what went well, what did not, and action items for process improvement to increase efficiency and effectiveness in future sprints.

# Agile Scrum Team Charter Template – Blank / Instructional

## 1. Purpose

Define the fundamental reason for the team's existence and what the project aims to achieve.

## 2. Roles and Responsibilities

Scrum Master	Clearly delineate the roles within the Scrum team,
Product Owner	such as Scrum Master, Product Owner, and Developers,
Etc.	and describe the responsibilities associated with each role.

## 3. Values and Agreements

List the core values the team agrees to uphold (e.g., commitment, courage, focus, openness, and respect) and any team-specific agreements to enhance collaboration.

## 4. Key Stakeholders

Identify all critical stakeholders involved or affected by the project, outlining their interest and influence regarding the project's outcomes.

## 5. Key Interdependencies

Describe essential dependencies between this team and other projects or organizational functions, including any external dependencies that could impact deliverables.

## 6. Success Measures

Define clear, specific, and measurable criteria for success to evaluate the project's progress and completion effectively.

## 7. Definition of Done

Establish a shared understanding of what it means for work to be completed, including the necessary criteria that must be met to consider a product increment finished.

## 8. Agile Methods / Events

Specify the Agile methodologies (e.g., Scrum, Kanban) and key events (e.g., Daily Stand-ups, Sprint Planning, Reviews, and Retrospectives) the team will utilize during the project.

## 9. Communication Plan

Outline how the team will communicate, detailing the channels, frequency, and formats used for communication within the team and with stakeholders.

## 10. Risk Management Strategy

Identify potential risks and the strategies for mitigating them, ensuring the team is prepared to handle uncertainties effectively.

## 11. Continuous Improvement Process

Describe the process for regularly reviewing and improving the team's workflow, techniques, and interactions to enhance productivity and product quality.

# Agile Scrum Team Charter

1. Purpose	2. Roles and Responsibilities <table border="1"><tr><td data-bbox="598 289 835 391"></td><td data-bbox="835 289 1480 391"></td></tr><tr><td data-bbox="598 391 835 493"></td><td data-bbox="835 391 1480 493"></td></tr><tr><td data-bbox="598 493 835 596"></td><td data-bbox="835 493 1480 596"></td></tr></table>								3. Values and Agreements
4. Key Stakeholders	5. Key Interdependencies	6. Success Measures	7. Definition of Done						
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