1. Background

The first thing to do is lay the groundwork for the project. That is, summarize what it’s about and why it’s being initiated. This allows the team to see how they fit in the overall project, as well as identifying the stakeholders who are invested in the project’s success.

2. Mission and Objectives

The mission statement defines the background section further by defining what success looks like in the project, so the team knows what they’re aiming for each time they take on a new task. Expanding again to the big picture, the benefits and business driving the project are explained.

3. Budget and Resources

The funding for the project is defined in this section, including what resources are earmarked. Team members may be curious if there is any training offered, so the team leader will say whether training is included. Finally, in terms of finance, the management who supports the team is identified so they can be contacted with any questions related to costs.

4. Roles and Responsibilities

Everybody on the team needs to know their role and responsibility in order to not get in each other’s way. Here, list their skill sets and expertise, as well as who has authority over whom.

5. Team Operations

For a team to work effectively, their operational structure must be outlined. Also, if a new team member enters the project, their pathway must be defined, as well as an exit strategy for those who might be leaving the team. All operating rules, relationships, etc. are explored and made clear.

6. Scope

The project scope is outlined in this part of the team charter, as well as how the team members will participate in the project scope.

7. Performance Assessment

Throughout the project, team members will be assessed on their performance and progress. This needs to be explained upfront, including how these metrics will be measured, who will be assessing them and when.

8. Activities and Milestones

This is where the tasks that make up the project are listed, along with the milestones. With these, the team has a better sense of the work ahead of them.

9. Guide to Communication

Team communication, both between themselves and with their manager or team leader, is outlined in this section. The method of communication will be decided on, as well as how often the teams will meet and the frequency of their status reports.

10. Signatures

Finally, once the team charter has been fully discussed and everyone on the team is on board, each will sign and date the document. This shows that they understand their role, responsibility, the scope of the project and how they are involved.