

***Charter for the
(Name of Team)***

Membership

Members:

- ▶
- ▶
- ▶
- ▶
- ▶
- ▶
- ▶
- ▶

Leader:

Mentor(s):

Facilitator:

Team Mission Statement (Expected Outcome)

The Mission of this team is to . . .

Why the Effort is Important

This effort is important because . . .

Reporting Responsibility

This team members need to keep the mentor informed of progress through _____ (type of communication method).

Resources

This team members will have the following resources (time, money, facilities, consultants, etc.) available to help them complete the project:

Time Table/Meeting Guidelines

This project should be accomplished by _____ (date). The team should meet as often as required to achieve the mission.

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Training

To help the team be successful, team members should receive some team building training provided by. . .