

Team Norms & Operating Agreement Template

Project Name:	Project ID:
Project Manager:	BPI Project Team Members:

Complete this template in conjunction with your team at the first kick-off team meeting. Your team should agree on how they will work together to meet the project's objectives.

AREA OF IMPORTANCE	DETAILS (be specific)
Operating Norms	
Meeting Guidelines	
Communication Guidelines	
Decision-Making Processes	
Problem Solving Processes/ Approach	
Conflict Resolution Approach	
Collaboration Approach/ Team Sharing of Information	
How Will Team Support Each Other?	
What else is important to the team??	