

Team Charter Template

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

SECTION	DETAILS (be specific)																											
Purpose	<i>Why is the team being formed?</i>																											
Scope	<i>What is the scope of the initiative? What are the objectives? What high level goals must the team achieve to be successful?</i>																											
Team Composition	<i>Who are the team members? What are the functional areas/divisions/vendors they represent? What is the geographical location? Are they full time or part time? What is the estimated duration of their time on the project?</i>																											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%; padding: 5px;"><i>Team Member</i></th> <th style="width: 25%; padding: 5px;"><i>Functional Area/ Vendor</i></th> <th style="width: 25%; padding: 5px;"><i>Geographic Location/Time Zone</i></th> <th style="width: 25%; padding: 5px;"><i>Full time/Part time; Amount of time on initiative</i></th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> </tbody> </table>	<i>Team Member</i>	<i>Functional Area/ Vendor</i>	<i>Geographic Location/Time Zone</i>	<i>Full time/Part time; Amount of time on initiative</i>																							
<i>Team Member</i>	<i>Functional Area/ Vendor</i>	<i>Geographic Location/Time Zone</i>	<i>Full time/Part time; Amount of time on initiative</i>																									
Team Operations	<i>Include: decision-making processes, management of changes in team members, ground rules for working together, logistical support, technology used, etc.</i>																											

SECTION	DETAILS (be specific)
Team Performance Assessment	<i>What are the key areas of performance needed for team success? How will performance be measured by the team?</i>
Major Team Milestones	<i>What are the expected milestones for the initiative? Associated timeframes and estimated schedule?</i>

Signature of all team members signifying agreement with this Team Charter:

Team Leader: _____

Team Member: _____

Team Member: _____

Team Member: _____

Team Member: _____

Team Member: _____

Team Member: _____

Date: _____