

## Team Norms & Operating Agreement Template

<b>Project Name:</b>	<b>Project ID:</b>
<b>Project Manager:</b>	<b>BPI Project Team Members:</b>

*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.*

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