

Example: Team Charter

Project Name: Improvement in H/R Processes	Project ID: 2013-HR-AP
Project Manager: Lisa Carona	BPI Project Team Members: Lisa, Jack, Joe, Samantha, Sarah

SECTION	DETAILS (be specific)																								
Purpose	To evaluate current processes and propose new processes to reduce the time of processing of invoices to training vendors and to increase vendor satisfaction.																								
Scope	<ul style="list-style-type: none"> • Document current processes in collaboration with HR and Accounting/Finance • Survey vendors to understand concerns/challenges • Review current training vendor contracts • Refine/develop new process for A/P procedures • Test new process and roll out <p>Project must be completed within a 6 month timeframe. Work within allocated budget.</p>																								
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"> <thead> <tr> <th>Team Member</th> <th>Functional Area/ Vendor</th> <th>Geographic Location/Time Zone</th> <th>Full time/Part time; Amount of time on initiative</th> </tr> </thead> <tbody> <tr> <td>Lisa</td> <td>HR</td> <td>NYC/EST</td> <td>F/T</td> </tr> <tr> <td>Jack</td> <td>Finance</td> <td>Boston/EST</td> <td>P/T</td> </tr> <tr> <td>Joe</td> <td>HR</td> <td>California/PST</td> <td>F/T</td> </tr> <tr> <td>Samantha</td> <td>A/P</td> <td>NYC/EST</td> <td>F/T</td> </tr> <tr> <td>Sarah</td> <td>HR</td> <td>NYC/EST</td> <td>P/T</td> </tr> </tbody> </table>	Team Member	Functional Area/ Vendor	Geographic Location/Time Zone	Full time/Part time; Amount of time on initiative	Lisa	HR	NYC/EST	F/T	Jack	Finance	Boston/EST	P/T	Joe	HR	California/PST	F/T	Samantha	A/P	NYC/EST	F/T	Sarah	HR	NYC/EST	P/T
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<p>Team Operations</p>	<p>See Team Norms & Operating Agreement for details.</p> <p>Ground rules for working together:</p> <ul style="list-style-type: none"> • All opinions and thoughts are valid and are equal • Don't be afraid to speak up! • Varied perspectives are expected and welcome • Differences of opinion, problems that arise, conflicts will be resolved through a defined process • Complete all assignments as agreed to and on time • Seek assistance when needed and offer assistance when needed • Seek out others' opinions • Be on time for all meetings • Respect others • Listen carefully before responding
<p>Team Performance Assessment</p>	<p>Key areas for performance include:</p> <ul style="list-style-type: none"> • Completion of tasks on time • Collaboration with other team members • Etc. • Etc. <p>Performance will be assessed monthly during team meetings. Special circumstances will be discussed as they arise and need to be addressed.</p>
<p>Major Team Milestones</p>	<p>Stakeholder meeting: February 20xx Document current process: March 20xx Validate via feedback from stakeholders: April 20xx Design "could be" options: April 20xx Design "to be" process: May 20xx Test "to be" process: June 20xx Roll out finalized process: Jun 20xx</p>

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

Team Leader: _____

Team Member: _____

Team Member: _____

Team Member: _____

Team Member: _____

Date: _____