

## Example: Team Charter

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

SECTION	DETAILS (be specific)			
<b>Purpose</b>	To evaluate current processes and propose new processes to reduce the time of processing of invoices to training vendors and to increase vendor satisfaction.			
<b>Scope</b>	<ul style="list-style-type: none"> <li>• Document current processes in collaboration with HR and Accounting/Finance</li> <li>• Survey vendors to understand concerns/challenges</li> <li>• Review current training vendor contracts</li> <li>• Refine/develop new process for A/P procedures</li> <li>• Test new process and roll out</li> </ul> <p>Project must be completed within a 6 month timeframe. Work within allocated budget.</p>			
<b>Team Composition</b>	<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>			
	<b>Team Member</b>	<b>Functional Area/ Vendor</b>	<b>Geographic Location/Time Zone</b>	<b>Full time/Part time; Amount of time on initiative</b>
	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

<b>Team Operations</b>	<p>See Team Norms &amp; Operating Agreement for details.</p> <p>Ground rules for working together:</p> <ul style="list-style-type: none"><li>• All opinions and thoughts are valid and are equal</li><li>• Don't be afraid to speak up!</li><li>• Varied perspectives are expected and welcome</li><li>• Differences of opinion, problems that arise, conflicts will be resolved through a defined process</li><li>• Complete all assignments as agreed to and on time</li><li>• Seek assistance when needed and offer assistance when needed</li><li>• Seek out others' opinions</li><li>• Be on time for all meetings</li><li>• Respect others</li><li>• Listen carefully before responding</li></ul>
<b>Team Performance Assessment</b>	<p>Key areas for performance include:</p> <ul style="list-style-type: none"><li>• Completion of tasks on time</li><li>• Collaboration with other team members</li><li>• Etc.</li><li>• Etc.</li></ul> <p>Performance will be assessed monthly during team meetings. Special circumstances will be discussed as they arise and need to be addressed.</p>
<b>Major Team Milestones</b>	<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: \_\_\_\_\_