

Creating A Team Charter

A **Team Charter** is a documented agreement about why a team exists, how everyone fits in, and what the team will accomplish. It defines objectives, resources, and constraints.

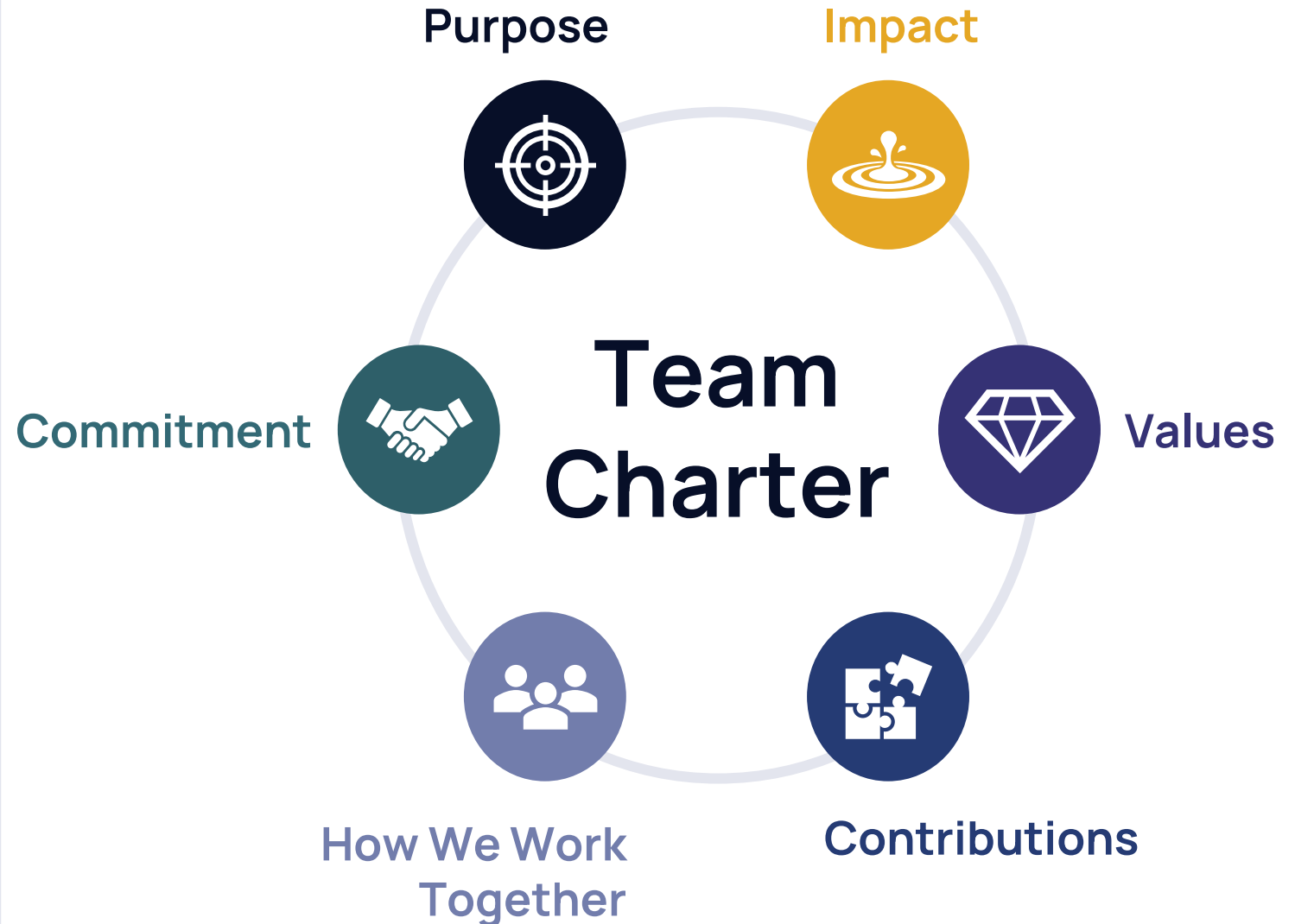
A **Team Charter** is important because how well a team functions is directly related to how well it performs, the results it creates, and how everyone feels about the experience.

A Team Charter can be the glue that keeps us all together, especially given our new hybrid workplaces and our desire to be more collaborative.

In this infographic, we show you how to create one.





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An effective Team Charter has **six elements**:



30 be Creating a Team Charter

To create a team charter, set aside some time with team members to **work together on your charter**. It can be as simple as coming together in person or virtually to walk through the following questions, with someone capturing responses. Here are the **key questions** to discuss:

 Purpose	 Impact	 Values
<p>Why do we, as a team exist? What is our purpose and what is the work we will do?</p>	<p>How will we know that we, as a team, have been successful? How do we define success for this team? What results are we seeking?</p>	<p>What values govern the work of our team? What do we expect of one another?</p>
 Contributions	 Commitments	 How We Work Together
<p>What is the best way to contribute to our team's success? What unique skills do we bring to this team? What are our roles? Who are we accountable to? Who else do we connect with?</p>	<p>What are we willing to commit to for our collective success? How often will we meet? How will we connect with others? How will we ensure our collective health?</p>	<p>How do we best communicate? How do we make decisions? How do we resolve conflict? How do we evaluate our team performance?</p>