



TEMPLATE

TEAM CHARTER

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and agency management on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. Purpose

(Describe the purpose for forming the team and the anticipated outcomes.)

2. Background

(Summarize the program or project the team is supporting, state how the team fits within the agency organizational structure, identify who are the users/customers of the program/project including external customers and stakeholders, state the estimated cost of the acquisition over the life cycle, and describe special circumstances surrounding the acquisition.)

3. Scope

(State the scope, mission, and objectives for the acquisition and the team's role in achieving it. This is similar to preparing a mission need statement. Define the high level goals the team/acquisition must accomplish.)

4. Team composition

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(Identify the functional areas and agency organizational components represented, the number of members from each, state who are core [essential] members versus support or advisory members and full or part time designation, and the anticipated time/resources commitments involved over the anticipated duration of the team.)

5. Membership roles

(Identify roles and responsibilities of each team member. List member name, organization, contact information including telephone and email address, and team role if designated already. Also identify specific functional level of expertise associated with each member.)

6. Team empowerment

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

7. Team operations

(Describe team operational plans. This includes, for example, such activities as the team's decision-making processes, how changes in membership occur should the need arise, plans to establish "ground" or operating rules, relationships with other organizational entities or teams, logistical support, etc.)

8. Team Performance Assessment

(Document key areas of performance needed for team success along with means of measuring progress.)

9. Acquisition milestones and schedules

(Include major activities and milestones forecasted along with associated timeframes and schedule.)

10. Signature Page

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(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

11. Approval

(Individual[s] authorized to approve the team charter, including granting the authorities requested above, signs with their approval.)