

Team Charter

□ What is it

- A Team Charter is a collaborative document defining a team's purpose, objectives, norms, and working agreements, serving as a foundational guide for team interactions and expectations.
- It should be initially created as part of getting ready for the Validation phase, and reappraised from reflections out of retrospectives

□□ Who

- Team charter technique is a team exercise, typically facilitated by the Delivery Manager.
- Only the core team should be involved in the exercise

□□ Running the technique

- If running this virtually, the team can use an existing Team Charter exercise template on Westminster's Miro account
- A 1-2-4-All technique can be used to facilitate consensus on the key statements to form the team charter
- Ensure all team members agree with the statements drafted.
- Focus of the statements should be on behaviours, expectations of ways of working within the team, promoting respectful accountability with each other, and reflect the purpose of the teams' goals
- The statements should be intuitive and memorable and recommend around 6 to 8 statements are used at the outset to encourage recall and adoption
- Review and refine the team charter at various points of the team's journey from initial mobilisation through to maturity

□□ Additional source

([Team charter activity template, Visual Workspace for Innovation \(miro.com\)](#) - copy as image here?)

Revision #2

Created 21 September 2023 10:58:27 by James Hall

Updated 22 September 2023 11:30:16 by James Hall