**Team Charter**

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| **The purpose** |
| Why were these people hired? Why is this team important? What is their expected outcome or delivery? |
| **The objectives** |
| the objectives that must be achieved to fulfil that purpose. |
| **The roles and responsibilities** |
| Who will be responsible for what? What are the key deliverables of every member? Who is the team leader? and what are the empty vacancies? |
| **The available resources** |
| the available resources for the team to achieve its mission and objectives. |
| **The operations guide** |
| The operation guideline will explain how the team will work on day-to-day activities. |