

Project-Based Team Charter

1. General Information

Team Name	Team Leader	Project Name	Duration
[Insert Team Name]	[Insert Team Leader]	[Insert Project Name]	[Start Date] – [End Date]

2. Purpose & Mission

Section	Details
Project Purpose & Mission	[Describe the main purpose of the project and the mission statement]

3. Roles & Responsibilities

Team Member	Role & Responsibilities
[Name]	[Define their role and key responsibilities]

4. Team Values & Principles

Value/Principle	Description
[Example: Transparency]	[Describe how this value applies to the team]

5. Communication Plan

Communication Method	Details
Meeting Schedule	[e.g., Weekly team check-ins]
Communication Tools	[Slack, Zoom, Email, etc.]

6. Decision-Making Process

Decision-Making Approach	Details
[Example: Consensus-Based]	[Describe how decisions are made within the team]

7. Conflict Resolution

Conflict Resolution Approach	Details
[Example: Mediation]	[Describe how conflicts will be handled]

8. Performance Metrics & Success Criteria

Metric	Measurement Criteria
[Example: Project Completion Rate]	[Describe how this will be measured]
[Example: Client Satisfaction]	[Describe how feedback will be collected]

9. Review & Updates

Review Frequency	Update Process
[Example: Monthly]	[Describe how changes to the charter will be made]