

# Team Charter Worksheet

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**Name of Team or Project**

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**Members**

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**Date Formed**

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**Team Purpose** | *Why do we exist?*

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**Team Goals** | *What do we need to achieve?*

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**Team Roles** | *Who is responsible for what? What are our interdependencies?*

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*TIP: Use a RACI for specific project tasks*

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**Team Practices** | *How will we meet? Communicate? Decide? Conflict?*

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**Team Values** | *What beliefs guide our work?*

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