**CHARTER**

**Project / Initiative Name**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Sponsor & Contact Information |  | | |
| Facilitator/Chair Name & Contact Information |  | | |
| Meeting Logistics | Routine Date/Time, Meeting Location, etc. | | |
| Start Date |  | Target End Date |  |

**BACKGROUND**

|  |  |
| --- | --- |
| What is the genesis of the group? | Provide a short background explanation for the group’s creation. Be succinct. |
| Why the focus on this agenda? | Provide any information needed to help explain why this scope-of-work at this point in time. Be succinct. |

**WHAT**

|  |  |  |
| --- | --- | --- |
| What is the group responsible for doing? The purpose of the group? | Detail the specific scope-of-work that this group must complete. Number the products / deliverables for clarity. | |
| **Deliverable(s)**  1. | **Due Date** |
| 2. |  |

**WHO**

|  |  |
| --- | --- |
| Who will participate on the group? | List of names or organizations/units to be represented. |
| How can new members join? | Sometimes applicable, sometimes not. |

**GOVERNANCE**

|  |  |
| --- | --- |
| How will the group be governed or structured? | Description of who reports to who for authority. |
| Structure | Sometimes a Table of Organization is shown graphically. |
| Charter Review | Share when the charter will be reviewed for new assignments or a decision regarding the group’s end. |

**ROLES & RESPONSIBILITIES** Complete for each group within the team’s authority structure, as needed.

|  |  |
| --- | --- |
| Organizing Agency Role |  |
| Team Member Role |  |
| Work Group Role |  |
| Chair Role |  |
| Facilitator Role |  |

**HOW TO STAY CURRENT**

|  |  |
| --- | --- |
| Where can members go find group materials or pertinent information? | Share an intra-web site or a shared drive document drive where all pertinent materials can be accessed by members. This site can serve as a shared repository and/or a place where members can check out documents to edit. |

**BOUNDARIES**

|  |  |
| --- | --- |
| Are there issues that members should respect are off limits? | To avoid mission creep, list any facet of the scope-of-work that another group or individual will handle…not this chartered work group. |