

## Team Charter Template

<b>Team Name:</b>	<b>Version:</b>	<b>Subject:</b>
<b>Problem/Opportunity Statement:<sup>1</sup></b>		
<b>Team Sponsor:</b>		<b>Team Leader:</b>
<b>Team Members:</b>		<b>Area(s) of Expertise:</b>
1.		
2.		
3.		
4.		
5.		
<b>Performance Improvement AIM (Mission):</b>		
<b>Scope (Boundaries):</b>		
<b>Customers (primary and other):</b>		<b>Customer Needs Addressed:</b>
<b>Objectives: SMART-Specific, Measurable, Achievable, Realistic, Timeframe</b>		
✓		
✓		
✓		
<b>Success Metrics (Measures):</b>		
<b>Considerations (Assumptions/Constraints/Obstacles/Risks):</b>		
<b>Available Resources:</b>		<b>Additional Resources Required:</b>
<b>Key Milestones:</b>		<b>Date:</b>
<b>Communication Plan (Who, How, and When):</b>		
<b>Key Stakeholders:</b>		<b>Area of Concern (as it relates to the Charter):</b>

<sup>1</sup> Beitsch L, Duffy G, Moran J. Ready, AIM, Problem Solve. *Quality Texas Foundation Update*. October 2009.