**Team Charter:** *Team name*

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| Purpose | Why we exist  *Providing clarity around the team’s purpose.*  *How what the team does fits into the bigger picture* | | | | | | Outcomes  What are the key priority outcomes that the team must achieve? | | | | | |
| Our Team | Team members  *Defining and discussing roles and responsibilities for all team members helps to provide clarity and understanding. (How what each team members role contributes to the team outcomes and achievements)*  *Use the space here and include the names of team members.*  *Use a separate sheet for add further clarity around each team members job role including title, key activities and key deliverables*  *Consider RA* | | | | | | | Stakeholders  *Identifying and mapping out who are the stakeholder for the team, and considering how effective are those relationships. A stakeholder mapping grid can be helpful here.*  *Use this space here to list stakeholders.*  *Consider CI* | | | | *RACI*  *R=Responsible*  *A=Accountable*  *C=Consult*  *I = Inform* |
| Values | *Aligning how the team achieves its outcomes (the way colleagues behave, team norms, routines, etc) to the* [*PS values*](https://www.ourcambridge.admin.cam.ac.uk/values) *or your own team values is a great way to recognise success & support the team culture.* | | Collaboration | | | Respect | | Integrity | | Trust | |  |
| Ways of Working Together | Communications | *Discuss and clarify with your team methods of communication*  *In person, Teams, Zoom, and email, length and number of online meetings, If one remote should all be remote?* | | | | | | | | | | |
| Space | *How your office space has previously been used may need to be adjusted to better facilitate cross team collaboration.*  *Do you want to organise your space differently, thinking about how your team is now going to use the office?* | | | | | | | | | | |
| Technology | What technology has your team been using and what could help them to work better/what would/could they want to consider using to be more effective? | | | | | | | | | | |
| Pattern | *Hybrid Working will likely mean differences in working patterns, clarity for all team members and stakeholders can support high performance and mitigate visibility bias.* | | | | | | | | | | |
| Review |  | | | Frequency (monthly, termly etc.) | Stop | | | | Start | | Continue | |
| Ways of Working | | |  | *Continuous improvement can ensure things get better all the time. It can also ensure all team members are involved in the discussions helping to engender trust and collaboration.*  *As we enter the pilot phase reviewing and improving Hybrid Working will ensure best practice can be shared and benefits realised.* | | | |  | |  | |
| Stakeholder feedback | | |  |
| Individual/Team | | |  |
| Team Charter | | |  |

Team Signatures: