Team Charter

# Team name:

# 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).
* Include the names of team members.
* Use a separate sheet to add further clarity around each team members job role, including title, key activities and key deliverables.
* Consider who is responsible and accountable.

## 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.
* List stakeholders.
* Consider who you need to consult with and inform.

# Values

* Aligning how the team achieves its outcomes (the way colleagues behave, team norms, routines, etc) to the Professional Services 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

* 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.
* Consider frequency (monthly, termly etc.).

## Ways of working:

## Stakeholder feedback:

## Individual/team:

## Team charter:

## Stop:

## Start:

## Continue: