Activity

Team Charter

One way to kick off your work together is through a team charter. You can use this tool to reflect together on key questions about what you want to work on and how you want to collaborate as a team. Co-creating this charter helps all team members understand what the group needs to be successful. Setting shared values, outcomes, or group agreements can set the tone for how the group operates — for example, listening with respect or making room for everyone’s voice. Use this tool to reflect with your project team about how you want to work together.

This worksheet offers questions you can work through as a team to get your work started, together. It includes:

1. Project Purpose
2. Key Players
3. Ways of Working
4. Shared Outcomes

Set aside 30-60 minutes for collaborative discussion. Allow more time if you have a larger team or this is the first time this group will be collaborating.

Project Purpose

What do we want to accomplish as a team?

What are our shared goals?

What are your boundaries?
Launching a Collaborative Workgroup

**Key Players**
Who are the core team members?

What are our strengths? What are our roles?

Whose perspectives are missing? How should/will we engage along the way?

**Ways of Working**
How will we get the work done? (Meeting structure)

What’s our time commitment? Timeline?
Launching a Collaborative Workgroup

Shared Outcomes

What kind of community do we want to create?

What’s important to us as individuals?

What’s important to us as a group?