

Version: Draft

## 1. IDENTIFICATION

Project name

Project code / ID

Business unit

Team name

Project manager

Sponsor

Charter effective date

Version / revision

## 2. TEAM MISSION & VISION

State the team's mission (what we do and for whom) and vision (the state we are working toward). Tie both to the project objectives.

## 3. TEAM VALUES & GROUND RULES

List 6–10 concrete, enforceable values / ground rules. Avoid platitudes — write rules that describe actual behaviour.

#	Value / ground rule	What it looks like in practice
1		
2		
3		
4		
5		
6		
7		
8		



# Team Charter & Resource Management Plan

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Role	Name	Source	FTE	Start	End	Cost centre

## 7. RESOURCE CALENDAR

Capture key absences, ramp-up, ramp-down, and public holidays that affect capacity.

Date range	Resource / team	Type	Impact on plan

## 8. DECISION-MAKING PROTOCOL

Describe how decisions are made by class (technical, scope, budget, hiring). State escalation path and the quorum needed.

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## 9. COMMUNICATION NORMS

Meeting cadence (standup, planning, retro, steering), async channels, and response SLAs.

Ceremony / channel	Cadence	Attendees	Purpose / SLA

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Ceremony / channel	Cadence	Attendees	Purpose / SLA

## 10. CONFLICT RESOLUTION PROCESS

Describe a 3–4 step escalation path for interpersonal or technical disputes.

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## 11. PERFORMANCE & RECOGNITION

How is team performance measured? How are individual and team wins recognised?

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## 12. ONBOARDING CHECKLIST FOR NEW JOINERS

#	Task	Owner	Day
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

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## APPROVALS

**Sponsor**

Signature

Date

**Tech Lead**

Signature

Date

**Project Manager**

Signature

Date

**HR Business Partner**

Signature

Date



















