

Team Charter: Cross-Functional Team Projects

Component	Detail	Notes
Mission	Big picture vision of success.	
S.M.A.R.T. Goals	Lay out the project's core objectives.	
Scope (in/out)	State what is in and out of scope – avoid scope creep.	
Deliverables	The tangible work outputs the team will deliver to accomplish goals.	
Timeline	Detailed timeline with agreed upon deadlines.	
Norms/Values	What is important to this team? How do we act together? What is acceptable behavior? How do we communicate, etc.?	
Meeting Rhythm	When and how often to meet? Who needs to be involved?	
Roles	Task and relationship roles.	
Sponsor/Leader	Who is the sponsor, how to work with them, their role?	
Resources	SME's, others needed to support the project.	
Other		

Team Audit: Cross-Functional Team Projects

Steps	Notes	Rating
<p>A. Ask the team members to brainstorm characteristics of a great team.</p> <ul style="list-style-type: none"> • Agree on the top 10 characteristics. • One way to facilitate this is to use the Appreciative Inquiry: Ask team members to describe a time that they were involved on a great team & to identify those characteristics that made it great. 	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
<p>B. Now ask the team members to rate the team on each of the 10 characteristics.</p> <ul style="list-style-type: none"> • Use a scale 1-5 (5 being the highest score.) • If not a 5, what would make it a 5? 	1.	
	2.	
	3.	
	4.	
C. Discuss the strengths and development areas for the team.		
D. Celebrate the good!		
E. Create an action plan to improve.		