TEAM CHARTER – EXAMPLE A

PROCESS TO BE CREATED OR IMPROVED:	**TODAY'S DATE:**

TEAM SPONSOR(S) [the individual(s) who own the process and have authority to approve / implement changes]**:**	**SPONSOR PHONE NUMBER:**
TEAM FACILITATOR:	**FACILITATOR PHONE NUMBER:**

BACKGROUND [strategic importance, process history, customer relevance; include or attach available data & sources]**:**

BOUNDARIES / RESTRICTIONS [budgetary constraints, legal issues, policy restrictions, etc.]**:**

MEMBER NAME:	**LOCATION:**	**PHONE:**	**FAX:**

DATE OF 1st MEETING: [COMPLETED BY TEAM]	**EST. DATE OF COMPLETION:** [COMPLETED BY SPONSOR]	**ACTUAL COMPLETION DATE:** [COMPLETED BY TEAM]

TO BE DETERMINED AT THE TEAM'S FIRST MEETING

TEAM NAME:	
TEAM LEADER:	
TIMEKEEPER:	
SCRIBE:	

TEAM MISSION: **TO BE COMPLETED BY THE TEAM WHEN IDENTIFIED DURING THE PROCESS**

To improve or create the _____ process by _____ _____ and
increasing/maintaining/decreasing *measure/quality indicator #1*

_____ _____.
increasing/maintaining/decreasing *measure/quality indicator #2*