

Simple Team Charter Template – Example

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TEAM CHARTER

TEAM NAME

Charging Champions

Choose a name that reflects the team's purpose or project theme.

PROJECT NAME

Supercharge Expansion Project

Specify the official name of the project to be undertaken.

TEAM LEADER

————— DURATION —————

Alex Rivera, Project Manager

July 20XX – December 20XX

Name the individual responsible for leading and coordinating the team.

Define the start and end dates of the project.

BACKGROUND

Why is this project important? What led to the initiation of this project?

Provide a brief overview of the project context and rationale.

To accommodate growing demand and technological advancements in the EV market, Positive Charge is initiating an expansion project. This project is critical due to increasing competition and the opportunity to capitalize on emerging markets.

MISSION

What is the primary goal the team aims to achieve?

State the fundamental purpose of the team.

To expand Positive Charge's network by 40% and integrate new, cutting-edge charging technologies.

OBJECTIVES

What are the key deliverables? What are the success criteria?

List specific, measurable outcomes the team should achieve.

- Deploy 200 new charging stations across urban and suburban areas.
- Implement two pilot programs for ultra-fast charging technologies by Q3 20XX.
- Achieve a customer satisfaction score of 85% for new installations.

BUDGET AND RESOURCES

What is the total budget? What resources are needed?

Detail the financial and physical resources available to the team.

Total budget allocated: \$5 million.
Resources needed include new hardware, software upgrades, and two additional project teams.

ROLES AND RESPONSIBILITIES		Who is responsible for what? How are responsibilities divided?
ROLE	ASSIGNED TO	RESPONSIBILITIES
Project Manager	Alex Rivera	Overall project oversight, stakeholder communication.
Technical Lead	Sam Chen	Supervises installation and technical specifications.
Operations Coordinator	Jodie Hart	Manages logistics and team deployment.

COMMUNICATION PLAN	What are the preferred communication channels and frequency? Who are the key stakeholders to be informed?
Outline how the team will communicate internally and with stakeholders.	<ul style="list-style-type: none"> • Weekly team meetings and monthly updates to stakeholders. • Utilize Slack for daily communication and SharePoint for document management. • Quarterly review meetings with major stakeholders.

RISK MANAGEMENT	What potential obstacles could arise? How will these be managed or mitigated?
Identify potential risks and mitigation strategies.	Potential risks include supply chain delays and regulatory approval setbacks. Mitigation strategies include securing multiple suppliers and early engagement with regulatory bodies.



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