**Team Charter Template**

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| --- | --- | --- | --- |
| **Team Members Name** | **Email** | **Phone** | **Preferred Collaboration Tools and Times** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

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| --- |
| Assignment |

|  |  |
| --- | --- |
| Assignment Name |  |
| Description of Assignment Deliverable or Product: What is to be written, created, produced? What is its purpose? Who is the audience? |  |
| Rubric Requirements |  |
| Team Leader or Co-leaders |  |
| Other Roles and responsibilities |  |
| Date Due |  |

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| Task Plan |
| What are the tasks? What is the estimate of time for each task? What is the schedule? Who will do what? When will we meet to review and discuss? What is final tasks |

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| --- | --- | --- | --- | --- |
| Task | Actions - Examples | Who | Est. Time for Task | Date |
| Task 1 | Gather, find materials and resources and tools, etc. possibly create a list of resources to be collected, assembled |  |  |  |
| Task 2 | Read and review materials |  |  |  |
| Task 3 | Meet to discuss, review next steps; identify task questions; check rubric |  |  |  |
| Task 4 | Prepare an outline |  |  |  |
| Task 5 | Write a draft |  |  |  |
| Task 6 | Review drafts, identify questions, suggestions |  |  |  |
| Task 7 | Meet to review; check rubric |  |  |  |
| Task 8 | Make edits, changes, do final review |  |  |  |
| Task 9 | Final review and submission |  |  |  |

**An Additional Section for a Complex Project**

More complex team projects might add the following section to their team charter.  This section details out the team members roles and responsibilities.

**Additional Charter Section for a Complex Project**

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| Roles and Responsibilities Detail | | |
| Team Member Name | Role | Responsibilities |
| TBD | Project leader | Manages process for charter agreement; schedules team meetings, prepares agendas, summarizes agreements and tasks and timelines |
| TBD | Project Designer | Summarizes the design and goals of the project outcome and resources and tools to be used |
| TBD | Writer 1 | Gathers resources, completes initial analysis and prepares draft of deliverable |
| TBD | Writer 2 | Works collaboratively with writer #1, possibly on different section. |
| TBD | Quality Reviewer | Reviews product for quality and completeness and rubric specifications |
| TBD |  |  |
| TBD |  |  |
| TBD |  |  |

Notes: In online programs smaller teams work better than larger teams. This means projects should be designed to be successful with teams of two or three. This means that team members assume two, or even three roles on a project. However, successful projects acknowledge the need for these different roles and responsibilities.

Creator: Judith V. Boettcher, Designing for Learning, June 26 2021.

This template may be used, adapted by anyone for positive purposes. A reference to the website at [www.designingforlearning.info](http://www.designingforlearning.info) would be appreciated, but not required.