**Team Charter Templates**

Do your students moan when you assign a team project or design an assignment requiring even simple peer review or collaboration? Do they envision challenges such as “doing all the work themselves” or working with a “difficult” or absent team member? This happens in life, everywhere, so what can be done?

Team projects, even small teams such as 2-3 members, always face challenges. A team charter can help by clarifying roles and responsibilities, expectations, preferred tools and time for working. A charter also sets out agreements on the responsibilities and practices for collaborating successively. This posting contains a team charter template that can be adapted for simple or complex team projects. Late Middle Tip 9 in Chapter 8 in the *Online Teaching Survival Guide* suggested that students who are tasked with working on projects together might launch the project by creating a team charter. This post contains a charter template that you can recommend or adapt for your students.

Depending on the task and the learning goals, a team charter can either be very simple or more complex. This posting contains a charter that can be adapted for either simple or complex tasks.

A simple charter might be used for tasks such as the following:

* Creating a summary document for a week’s discussion session
* Providing feedback on a student’s project proposal
* Creating a set of questions for an interview, or for a quiz
* Preparing an analysis and summary of how a concept is applied

A more complex charter might be used for tasks such as the following:

* Preparing an analysis and description of a problem framework
* Preparing recommendations for a case study analysis
* Providing feedback and consulting on a student’s project draft
* Preparing a summary report on concept applications

## A Simple Team Charter

A simple team charter has only three sections. The first section lists the team members, their contact info and preferred times and ways of communicating. Section two summarizes the project assignment with name, purpose, specifications and date due. Section three is the Task Plan, for detailing the steps in the project with milestones, and who will do what using which tools, all corresponding to assignment rubrics and due date.

Team Charter Template

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

|  |
| --- |
| 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 |  |

|  |
| --- |
| 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 are final tasks? |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |  |  |

**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**

|  |  |  |
| --- | --- | --- |
| 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.