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info@pmtechww.com; www.pmtechww.com

AGILE TEAM CHARTER TEMPLATE

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AGILE TEAM CHARTER
<PROJECT NAME>

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE

DATE

Document History

Version	Issue Date	Changes
[1.0]	[Date]	[Section, Page(s) and Text Revised]

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AGILE TEAM CHARTER OVERVIEW

In Agile project management, the Team Charter serves as the cornerstone around which the team's activities, protocols, and practices are constructed. In traditional project management, upper-level management or sponsors typically predetermine the project's scope and success criteria in a charter.

In Agile project management, however, the project team works together to create and agree upon the charter. Team members have an immediate investment in the project's success and buy-in after they help build the charter. Members of a project team are more invested in its success when they have opportunities to make tangible contributions and shape its direction.

1. WHAT DOES THE AGILE TEAM CHARTER INCLUDE?

An Agile team charter does not have to follow a specific format. The fact that Agile prioritizes people over processes is a contributing factor. Furthermore, in an Agile project setting, interpersonal communication takes precedence over formalized documentation. There are professionals who see the Team Charter as a document that dictates how the team operates in terms of dynamics, communication, and conduct.

These features, along with the project's purpose, vision, objectives, or goals, are also included by other practitioners. Experience or established procedures may have informed the inclusion of certain items in the Team Charter. In order to streamline the process, we will combine the sections for project-specific high-level information and team dynamics into one document using this Agile team charter template.

Additionally, make sure that the Team Charter is easily accessible to all team members by posting it in a visible location or making it readily available. You can hand it out on paper, make a rough sketch on a whiteboard, or put it up on flip charts in the team room so everyone can see it at all times. When team project meetings need to go over any of the topics covered in the team charter, having it readily available and visible will be helpful.

2. PROJECT SPECIFIC INFORMATION

The charter does not need to be incredibly detailed because Agile project management is iterative and changes as the project progresses. Actually, the team might not know or comprehend a great deal of detail yet since the charter is created at the beginning of the project.

Limit the project-specific details included in the charter to a high-level vision (the reason for the project's inception), a statement of the project's mission or objectives, and the criteria for determining success. Because of the prominent level of this information, the project team should be aware of it from the beginning.

3. INTERPERSONAL TEAM DYNAMICS INFORMATION

Given the importance of team buy-in and interpersonal communications in Agile, this section of the charter is crucial. In this section of the team charter, you should lay out the ground rules for the group, including who is responsible for what on the project and when and where team communications will take place.

To foster a sense of team ownership, it is essential that every team member makes a contribution to these parts of the charter. For the Team Charter to be truly owned by the team, it is imperative that all team members are encouraged to contribute and provide feedback.

4. SAMPLE AGILE TEAM CHARTER

An Agile project team charter example is attached. Once again, there is no set formula for what needs to be included or what cannot, but this does serve as a solid foundation. This sample can be modified to meet your team's specific goals by taking into account the project type, team experience, and organizational standards.

Project Name: Invoice Tracking Database

Vision: Help the billing department reduce the number of monthly past-due accounts by providing an easy to use platform for tracking accounts receivable

Mission: Create an invoice tracking database that enables billing employees to view real-time account statuses, engage vendors proactively to resolve accounts, and generate weekly and monthly account reports

Success Criteria:
1) Implement database by March 1, 2025
2) Reduce monthly past-due accounts by 75% after 3 months
3) Achieve > 80% favoriability among billing employees via survey after 3 months

Project Team

Name	Role	Phone
A. Mike	Product Owner	+1-234-567-891
B. Adams	Scrum Master	+1-234-567-891
C. Cedric	Programmer	+1-234-567-891
D. Gabriel	Database Administrator	+1-234-567-891
E. Francis	Network Administrator	+1-234-567-891
F. Prosper	Billing Coordinator	+1-234-567-891

Rules of Behavior:
1) All team members will treat each other with respect at all times   2) Constructive feedback is a valuable part of our success so we will not take offense and all team members will ensure all feedback is provided in a constructive manner
3) Open communication among the team is always welcomed and valued   4) We will recognize and celebrate all individual and team accomplishments   5) All personal cell phones will be turned off prior to beginning any of our meetings or discussions   6) We will accept responsibility and be accountable for our actions   7) We will give consideration to whomever is speaking and avoid sidebars or speaking over one another   8) We will work collaboratively when possible and use a consensus approach when making team decisions

Communications:
1) We will hold regular daily meetings in the team room at 9am each work day   2) We will make every effort to attend all scheduled meetings in person (exceptions being scheduled and/or sick leave)   3) We will update our tasks on the kanban board each work day morning before 9am
4) Meeting minutes will be sent out within 24 hours of each meeting   5) The responsibility for meeting scribe will be shared by all team members on a rotating basis
6) If a meeting must be cancelled or additional meetings are required, the Product Owner will send out notifications as early as possible   7) All team members are expected to be on time for all meetings

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____   Date: _____

<Project Sponsor>
<Project Sponsor Title>

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