



# Team Charter

## Benefits of a Team Charter

- Improved team connections
- Stronger sense of shared purpose
- Improved impact/performance
- Greater engagement
- More inclusive
- Playing to people's strengths
- Greater creativity and innovation
- Improved collaboration
- Greater openness
- Better at celebrating successes
- Less 'proximity bias'



# How to develop a Team Charter

Developing a team charter takes a little bit of time but is infinitely worthwhile. Here's some tips:

<b>Creation</b>	<b>Purpose</b>
<ul style="list-style-type: none"><li>■ Make sure you get everyone's input</li><li>■ Use something like the Delphi method to ensure that all team members can contribute equally</li></ul>	<ul style="list-style-type: none"><li>■ Why do we exist?</li><li>■ What are our priorities?</li><li>■ What's important for us as a team?</li><li>■ How do we contribute to the University's overall mission?</li></ul>
<b>Context</b>	<b>Values</b>
<ul style="list-style-type: none"><li>■ Where do we fit into the organisation?</li><li>■ What other teams or stakeholders does this team connect with?</li></ul>	<ul style="list-style-type: none"><li>■ What's important to us?</li><li>■ What makes us great as a team?</li><li>■ What behaviours are necessary for us to deliver our purpose?</li></ul>
<b>Team goals</b>	<b>Success Measures</b>
<ul style="list-style-type: none"><li>■ What are our overarching team goals?</li><li>■ What should we start or stop doing to help us achieve?</li></ul>	<ul style="list-style-type: none"><li>■ How will we know if we have been successful?</li><li>■ How would others in the organisation measure the success of our team?</li></ul>

# Team Charter – Ways of working

## Ground rules

These can help to create healthy boundaries and a better working environment for everyone.

- What are the common ground rules/norms about how we want to work together?
- What are some basic guidelines that we as a team should try and follow?

## What we do in-person

Make a clear list of all those things we really need or want to be together for in-person to do

## Strengths

- How will we recognise and play to the individual and collective strengths within our team?

## Communication

- How will we make sure everyone feels appropriately included?
- How will we avoid 'proximity bias'?
- What are our communication priorities – what does everyone have to know and what could be optional?
- What are our communication rules – e.g. can we message someone on Zoom/Teams rather than email? Can you video call without a meeting agreed?
- When is it acceptable to interrupt someone?
- What tools could we use to aid communication/ collaboration?

## Successes and Support

- How will we celebrate successes?
- How will we support each other?