Chartering Instrument For:

WORK GROUPS

TEAMS

SPECIAL PROJECTS

Name Of This Group

What name briefly and clearly identifies this group through the work of the group?

Background Information/Context To The Formation Of This Group.

Briefly, what events and decision contributed to the formation of this group (problems/opportunities statement)?

The Mission (Purpose) Of This Group

In twenty-five words or less, what answers the question as to why this group of people has been organized? What is the work of this group of people? Why has this group of people been formed?

This Group's Core Functions

A list of the core work functions to fill out in greater detail that which is intended in this group's mission statement.

The Vision of This Group's Mission Accomplished

A brief statement of how the world will look differently when the mission of this group is accomplished as intended.

Stakeholder Assessment

Who are the key stakeholders/stakeholder groups associated with the work of this group?

For each key stakeholder/stakeholder group, what is the 'win' from the work of this group?

Macro Work Process Plan

What are the major phases of the work to be accomplished?

What are the major milestones that this group will achieve, and by when?

When will this group's work begin?

When will the work of this group be completed?

Detailed Work Process Plan

Based on the macro work process plan, what specific work activities will occur during each of the major phases of the work to be accomplished?

When will each work activity be accomplished, by whom, and with what result?

Desired Outcomes Expected From This Group

A list of concrete expectations which carry with them clear performance/success criteria.

What specific desired outcomes will the work of this group achieve?

For each desired outcome, what deliverables (work products) will represent the results of the desired outcome as intended?

For each desired outcome, how will the results be measured?

When will each desired outcome be accomplished?

Sponsoring Authority For This Group

What person, persons, or body is commissioning this group?

To whom is this group accountable for its results?

What are the key sponsoring authority's responsibilities and assurances (e.g., in championing the cause of the work of this group to others)?

Scope of and Constraints To This Group's Authority

What are the boundaries surrounding this group's purposes?

What is the scope of this group's authority?

What important decisions have already been made?

What decisions are within the purview of this group?

Group Membership

Which people comprise this group?

What criteria govern ongoing and additional membership?

Who are the core group members?

Group Member Roles And Responsibilities

What are the general group member responsibilities?

What particular group member roles and responsibilities need to be listed and identified by group member names (e.g., the role of the group leader)?

Decision-Making Method

How will this group make decisions?

If the decision-making method is consensus or consensus decision making delegated with constraints, what is the fallback decision-making method in the absence of a consensus agreement?

Operating Agreements

To what mutual expectations should group members hold one another accountable?

What specific behavioral norms (ground rules) are especially important for this group of people [whether working together in meetings or on work projects]?

Organizational Structure Of This Group

How will this group of people be structured organizationally to best do its work?

What organizational/working relationships will be put in place?

Resources Required

List all required resources for this group to complete its work (e.g., outside expertise, equipment, workspace, funds, support staff).

For each required resource listed, indicate its current availability or how it will be obtained.

Key Assumptions, Issues, And Anticipated Barriers

List all key assumptions that bear on this group accomplishing its work.

Analyze each key assumption for its potential impact in terms of prevention and intervention.

What are the key issues confronting this group in doing its work?

What anticipated barriers might stand in the way of this group's work, and what can be done about those barriers?

Communication Process

What set of communication protocol is required to support the work of this group as it is structured organizationally?

How will group members communicate with each other, for what reasons, and how often?

How will communication be maintained between this group and the group sponsors and other key stakeholders?

Other Important Chartering Decisions

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