Patient-Centered Medical Home Recognition

Project Team Charter Template

Instructions: *A Team Charter is a document that outlines how your team will function, defines how you will measure and achieve success, and declares each member's commitment to the team goals. Use this sample charter to guide you as you create your own Team Charter.*

- Who is on the team? What are everyone's roles?
- What is the purpose of the team?
- What is the goal of the project? What is the project scope?
- What assumptions is the team making with respect to the project?
- What is the start and end date of member's commitment to the team?
- How frequently will the team meet? Indicate date, time, and frequency of team meetings.
- What is your team's expectation regarding meeting attendance? How will your team know if a member can't attend a meeting? What is your team's expectation regarding promptness at meetings?
- How will your team ensure equitable participation in completing activities?
- How will your team resolve conflicts of opinion?
- How will your team ensure team members are accountable for their responsibilities?
- What is the expected time commitment for each team member?
- How will the team know it is successful?
- Who will the team communicate to at the facility? How will the team communicate with various stakeholders?

Team members' signatures to acknowledge support of Team Charter

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Courtesy of the Arizona Association of Community Health Centers