|  | WORKSHEET Using the UBT Charter |
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|  | PURPOSE  The UBT charter document helps the UBT co-leads set the foundation for the work their team will do.  When to Use  The charter should be created by the team during the first few meetings. To save time, the charter can be worked on ahead of time and presented to the team as a straw design by the co-leads.  Who Uses  The team charter is used by UBTs.  How to Use  Use the team charter to inform and remind new and existing members and others about the team’s mission and purpose as well as the agreements the team has made about how it functions.  Creating the charter agreements together will prevent confusion and disagreements from taking the team off track as team members are doing their work. It also creates a good organizational structure for the team. A team charter should be used regularly to keep the team on track and within the agreed-upon scope of work. It is reviewed and revised as needed and should be shared with the sponsors. |
|  | |  | | --- | | Process | | **Why do we exist?** | |  |  |  | | --- | | Goals and Objectives | | **What are our expected deliverables?** | |  | | **How will we measure our work?** | |  | | **How will we know when we’ve completed our work?** | |  |  |  | | --- | | Membership and Roles | | **What is the composition of the team?** | |  | | **Who are the co-leads?** | |  | | **When and how are team members placed?** | |  |  |  | | --- | | Quorum | | **How many members must be present to conduct each meeting?** | |  | | **How many members must be present to make consensus decisions?** | |  | | **How will the team arrive at emergency decisions necessary between meetings?** | |  | | **What work can be done without a quorum?** | |  |  |  | | --- | | Scope | | **What are the boundaries of the team’s work?** | |  | | **What happens to issues not within the team’s boundaries?** | |  |  |  | | --- | | Decision Making | | **Will decisions be made by consensus?** | |  | | **Will our work be in the form of recommendations or final decisions?** | |  | | **What happens if we can’t reach consensus?** | |  |  |  | | --- | | Ground Rules (Working Agreements/Team Norms) | | **What procedural and behavioral norms will the team agree to work within?** | |  | | **Will there be norms related to potential guests, in addition to the ones used by the team?** | |  |  |  | | --- | | Timelines | | **How frequently will the team meet, and for how long?** | |  | | **What are the important due dates connected to the project and deliverables?** | |  |  |  | | --- | | Reporting Relationships | | **Who are the labor and management sponsors of this team and its work?** | |  | | **Whose interests need to be represented in the work of this team?** | |  |  |  | | --- | | Resources and Support | | **What resources exist to help us accomplish our purpose, both internal and external?** | |  | | **How do we address barriers to success?** | |  | | **Who do we go to for help?** | |  |  |  | | --- | | Communication | | **How will information about our work be communicated to constituents, sponsors, and stakeholders?** | |  |  |  | | --- | | Confidentiality | | **What information will be considered confidential and not communicated beyond the team’s work (KP proprietary business information, sensitive details, individual comments, and conversations)?** | |  | |