

Team Charter (vX.1) - <XX/XX/2024>

Team: <Team Name> / Project: <Client> - <Initiative Type>

The Charter is a foundational agreement by members of the Team outlining how they will work together to achieve their objectives.

Team Member - Roster:

Team Member	Role	Focus	Email	Phone:	Loc
Mitt Reynolds	PO				
	Dev A				
	Dev B				
	Dev C				
	Dev D				
	Coach				

Stakeholders:

Name:	Org / Role:	Email Address:	Loc:	Group
Candace Wainwright	Sponsor			A
	Key Stakeholder A			A
	User Group SME			A
	BA 6			A
	Capital Committee Lead J			B
	Executive Leader 87			B
	PMO Process Analyst			B
	Lead Symphony Composer			C
				C

Vision

<Our vision is to transform the way we approach <Issue> , aiming to significantly enhance <outcome>. By focusing on <CustomerNeed1,2,3>, our initiative will lead the way in <Goal>, contributing to <Performance,Quality,NPS>.

Baseline Agreements:

The Team agrees to the following:

1. Attending and being active participants in all the Team ceremonies outlined below:
 - 1.1. Team Collaboration Session: <X:XXam-X:XXam EST (M,T,W,Th,F)>
 - 1.2. Product Showcase w/ Stakeholders: Every 2 Weeks on Thursday <XX:XX-XX:XXam EST; Available Daily upon request>
2. User Stories will be qualified by the Team based upon the following **Definition of Ready**:
 - 2.1. Entrance criteria for Dev Team delivery:
 - 2.2. User stories written, guided by **INVEST**:
 - 2.2.1. Independent - Free of external dependency

- 2.2.2. **N**egotiable - Scope may be modified
- 2.2.3. **V**aluable - Prioritized by rank in Backlog (ROI)
- 2.2.4. **E**stimable - Relative / Abstract
- 2.2.5. **S**mall - Reduce variability, Increase near-term predictability
- 2.2.6. **T**estable - Define the finish line; AC & Test Cases
- 2.3. **Format:** As a <User>, I can <Do>, So that <Why>.
- 2.4. **Description:** Provides adequate context and purpose.
- 2.5. **Acceptance Criteria:** Scenarios / Conditions that must be satisfied for User Story acceptance.
- 2.6. **Prioritization:** Authorized Product Owner determines prioritization as defined by ranking in the Product Backlog.
- 2.7. **Dependencies:** Prerequisites linked in <Tool X>, and must be satisfied or negotiated prior to determination of 'Ready.'
- 2.8. **Readiness:** Dev Team determines 'Ready' and can deny commitment If the necessary entrance criteria are not satisfied.
 - 2.8.1. **Not Ready:** Dev Team will 'Flag' and state specific information required in 'Comments.'
 - 2.8.2. **Ready:** Dev Team will move the issue to 'Ready.'
- 3. Completing user stories according to the agreed upon **Definition of Done:**
 - 3.1. Baseline Flow to Potentially Shippable:
 - 3.1.1. Dev A Code
 - 3.1.2. Dev B Peer Review & Functional Unit Test
 - 3.1.3. Dev <X> Build to QA
 - 3.1.4. Dev <X> QA Validation
 - 3.1.5. Dev <X> Demo; Validate Scenario
 - 3.1.6. Product Owner updates status to 'DONE'
- 4. **Product Owner Authorization:**
 - 4.1. Product Owner:
- 5. **Communication / Tools:**
 - 5.1. <Tool X> will be the single source of truth for scope, schedule, and real-time status.
 - 5.2. <Tool Y> – Will be utilized for events and collaboration
 - 5.3. Official Team Repository: <Location X>
 - 5.4. Team is encouraged to reach out to one another without hesitation to ask for assistance, or to provide aid via the following channels:
 - 5.4.1. <Channel G>
 - 5.4.2. <Channel H>
- 6. **Team Values:**
 - 6.1. Trust: Build mutual respect and cooperation together.
 - 6.2. Communication: Clear, open, and honest communication is necessary.
 - 6.3. Collaboration: Sharing knowledge, learning from each other, supporting to achieve common goals.
 - 6.4. Focus: Team goals are priority #1; Notify <X> of conflicting requests.
 - 6.5. Accountability: We hold each other accountable to our responsibilities and commitments
 - 6.6. Respect: Be capable, courteous, and independent people.
 - 6.7. Courage & Openness: Agree to be open about the work and the challenges associated.
 - 6.8. Have fun!