Team Commitments Charter

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Team/Department

Team Vision/Goal

Key Outputs

Our Engagement - Guidelines

Our Ways of Working - Options & Requirements

Our Behaviours

Sample Team Commitments template designed by permanent tsb

Team Commitments Charter Template Guide

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Team/Department _____

Team Vision/Goal

In this section you should describe what your team vision is. Agree this at a team level and incorporate why the team exists, and highlight the key goals or deliverables you as a team need to achieve. The team's goals should align to overall company's ambition and purpose.

Key Outputs

In this section the team should highlight major milestones to be achieved for the Quarter. This should be revisited and updated every Quarter Key Outputs or Deliverables to achieve this Quarter:

Our Engagement - Guidelines

In this section the team should discuss and agree on the rules of engagement. By discussing the points below the team should be set up for success. This is not an exhaustive list, if the team discuss other engagement activities, they should be captured below.

Meeting Etiquette:
» Insert agreed meeting guidelines

Email Etiquette:
» Insert agreed Email etiquette

Non email (out of hours) contact etiquette:
» Insert here any boundaries

Project Delivery Etiquette:
» If your team is heavily required on project delivery agree commitments here

Social Guidelines / Interaction Guidelines:
» Insert agreed guidelines

Our Ways of Working - Options & Requirements

This section should outline the Smarter Working options that currently exist with the team. This should be reviewed every Quarter or when there is a change within the team.

Current Options Availed of by the Team
» Part Time
» Compressed Working
» Combination working from Home and office

Minimum Requirements
» All present for key deadline days

All Team On Site Day
» Insert if required

Our Behaviours

This section should include the behaviour commitments the team has agreed too. This should be the foundation of the team, how they work together and should not be compromised by any short-term project or scenario.

» List here the set of behaviors / standards that the team uphold – e.g. listen, respect points of view, respect peoples working preferences etc.