Team Charter Research Support

A team charter can help in building a common team purpose while developing a plan for management of team activities. Teams who developed quality foundations using a team charter outperformed similar teams.[1] Team charters were found to support process outcomes.[2] Charters should be developed by the entire team, referred to when a conflict occurs, and revised periodically.[3]

Directions for Creating a Team Charter

1. Download the team charter form as either the fillable pdf or Word document.
2. As you discuss each item, remember that all team members should be valued and considered equals for this process. Choose a facilitator and brainstorm ideas. Vote on these ideas using:
   - thumbs up for "I agree"
   - thumbs to the side for "I can live with"
   - thumbs down for "I can't live with"
3. Start by discussing the Chamberlain Mission. Brainstorm how your team desires to operationalize the mission. Vote on ideas as they surface and record them on the charter. Narrow choices down to the top two priorities.
4. Continue using this strategy to operationalize Chamberlain's vision.
5. Briefly describe your overall team makeup.
6. Set several short-term team goals that align with current blue chip priorities. Choose a time frame for completion such as the academic year or the next six months.
7. Next, discuss team standards. Use the prompts in the form to outline your team's ideal decision-making model, conduct code, communication plan, and conflict management strategy. Type over the prompts provided as you answer these questions.
8. Hold a final team vote to ensure that all on the team support or can live with the charter.
9. Have all team members acknowledge their commitment to uphold the charter by signing the charter.
10. Decide together when you will review the charter again such as in 6 months or a year.
11. Review the charter at the agreed upon intervals and revise as needed. If the changes are significant, you may want to create a new charter.
12. Discuss the team charter with any new team members to ensure that they can commit to supporting it.

1 Mathieu, J. E., & Rapp, T. L. (2009). Laying the foundation for successful team performance trajectories: The roles of team charters and performance strategies. *The Journal of Applied Psychology, 94*(1), 90-103. doi:10.1037/a0013257

2 Aaron, J. R., McDowell, W. C., & Herdman, A. O. (2014). The effects of a team charter on student team behaviors. *Journal of Education for Business, 89*, 90-97. doi: 10.1080/08832323.2013.763753

3 Hunsaker, P., Pavett, C., & Hunsaker, J. (2011). Increasing student learning effectiveness with team charters. *Journal of Education for Business, 86*, 127–139. doi: 10.1080/08832323.2010.489588