Team Charter

What is a Team Charter?

Creating a detailed team charter is a critical part of any project. Team charters are quite frequently used in business and other planning endeavors, and are often detailed in a document outlining the purpose of the project or group, how the group will be structured, and how the work will be done. A team charter: a) functions as an internal memorandum of understanding for the group or project team and b) links the group or project team to the vision and broader work of the project.

Please use the following template to create a team charter for your team, completing each section in the blanks provided. Examples of suggested items are provided in the tables below.

Practice Name:

Purpose

The purpose of our team is to:

Implementation Team Members

The team includes 3-5 members responsible for working with the lead pharmacist to implement or improve Comprehensive Medication Management (CMM).

Identify team members, their expertise, a rationale for why they would be an ideal CMM implementation team member, and their responsibilities. Consider diversity of perspectives, buy-in from stakeholders, sharing of workload, and sustainability of service. The composition of the team is left to your discretion since you know your practice setting best.

Name	Position	Rationale for Inclusion	Responsibilities
Example 1	*Lead Clinical Pharmacist*	*Expertise in medication management*	*Lead meetings* *Follow up on status*
Example 2	*Clinic Manager*	*Administrative leadership*	*Assist with integrating CMM with clinic workflow*

Communication

Identify communication processes among the team members (e.g., how priorities and other important information will be communicated, how often will the team meet).

Ex. Lead pharmacist will be responsible for setting the agenda and facilitating the meeting
Ex. Meeting schedule – either afternoons or after clinic hours, meetings may be conducted over the phone

Ways of Working

Identify ways of working among the implementation team members given activities such as planning, collecting data, analyzing/studying data, problem-solving, and executing (e.g., making decisions, embracing new ideas, managing when team members are inactive, keeping in mind ultimate objective of improving patient care with medication optimization as an essential component of value-based care delivery).

Ex. Before we proceed with any decisions, the team will reach consensus based on input from all members