

**Team Charter Assignment** 

Before you’ve even begun to think about a CQI project, you want to create a strong foundation for the work you will do together. CQI Teams use charters to establish clarity about the team’s purpose and team members’ roles and responsibilities. Charters are also used to create norms and processes for the team’s way of work, decision-making, and communication with partners. A team can use this template to guide the creation of their own charter by responding to the question prompts in the first column. Your team may want to revisit this assignment once you’ve identified your specific project.

| **Date:** |  |
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| **Vision***What is the team’s shared vision of quality?* | * *Example: Our vision is to … . We want … to … .*
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| **Team Norms***What are the team’s ground rules? How will the team work together?* | * *Examples: No wrong ideas. Assume positive intent. Listen to understand, not to respond.*
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| **Team Roles** *Who participates in what ways? Will you have a team leader? Who will facilitate? Take notes?* | Primary team members: These are the members who will attend the cohort sessions each month.* Name, agency role – Team Role
* *Example: Felicia Jackson, Program Supervisor – Team Co-lead*

Ad hoc team members: These are individuals you may want to consult about the work you are doing, such as parent liaisons, client representatives, board members. They will not attend the monthly sessions.* Name, agency role – Team Role
* *Example: Carlos Mendoza – Parent Liaison*
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| **Team Responsibilities***What is the team’s meeting schedule? How will the work get done?* | * *Example: Our team will meet (monthly, weekly, etc.) on (day of week) at (time). Location will be (virtual or in-person with specifics). Include any notes about how you plan to structure your meetings: creating an agenda, reviewing notes, sharing status updates, icebreakers, etc.*
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| **CQI Champions***Which leaders are champions for this work?* | * *Example: CEO, Board Chair, Manager, etc. Include how you expect them to support your team in the work: funding, approvals, etc.*
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| **Communication Protocols** *How do team members communicate with each other? How does the team communicate externally with key partners?* | * *Example: Individual or Partner Name (this can be internal or external), update (weekly, monthly, etc.), update method (email, in-person meeting, specific report name, etc.)*
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| **Available Resources** *What resources (e.g., time, administrative support, funding) are available to the team or project?* | * *To consider: grant funding, existing budget, supplies you already have on hand, etc.*
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| **Authority, Influence and Decision-Making Process***How does the team make decisions? How can the CQI Champion(s) help navigate barriers?* | * *To consider: Informal or formal consensus? How will data inform your decisions? What authority does your team have? When will you need approval? What barriers do you think you may face? Who can help you overcome those barriers?*
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