

Team chartering is a method for discussing and gaining alignment on the Three Foundations of Teamwork: Goals, Roles and Norms. Use the questions below to help structure your chartering discussion.

Goals

- Have we created specific milestones?
- Have we answered the WIIFM and WIIFMO questions?
- Are we using If/Then thinking?

Roles

- Do we have the right skills and expertise?
- What informal roles do we need to establish? (For example: advisor, facilitator, coordinator, devil's advocate:
- Have we defined our team structure and how our roles complement each other?

Norms

- How will we handle conflict?
- How will we communicate?
- How will we make decisions?
- Have we focused on just a few rules that matter?