

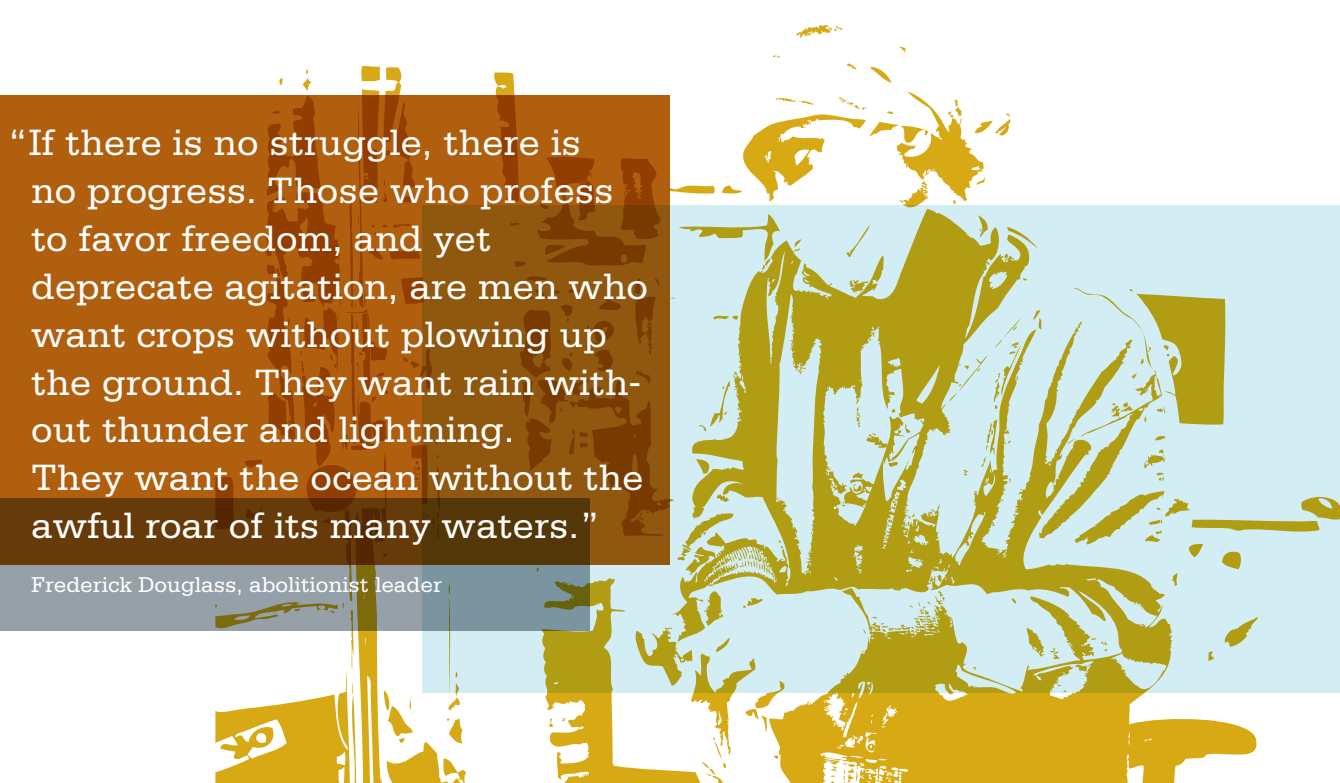
## Using the UBT Charter Activity

### Purpose

The UBT charter document helps the UBT co-leads set the foundation for the work their team will do. Creating the charter agreements together will prevent confusion and disagreements from taking the team off track as team members are doing their work. It also creates a good organizational structure for the team. A team charter should be used regularly to keep the team on track and within the agreed-upon scope of work. It is reviewed and revised as needed and should be shared with the sponsors.

### How to Use

The team charter always is created in partnership. The charter should be created by the team during the first few meetings. For project teams, the charter typically is created by sponsors. To save time, the charter can be worked on ahead of time and presented to the team as a straw design by the co-leads.



“If there is no struggle, there is no progress. Those who profess to favor freedom, and yet deprecate agitation, are men who want crops without plowing up the ground. They want rain without thunder and lightning. They want the ocean without the awful roar of its many waters.”

Frederick Douglass, abolitionist leader



# ACTIVITY: UBT Team Charter

## Purpose:



Why do we exist?

## Goals and Objectives:



1. What are our expected deliverables?



2. How will we measure our work?



3. How will we know when we've completed our work?



## ACTIVITY: UBT Team Charter (continued)

### Membership and Roles



1. Composition of team?



2. Co-leads?



3. When and how team members are placed?

### Quorum



1. How many members must be present to conduct the meeting?



## ACTIVITY: UBT Team Charter (continued)



2. How many members must be present to make consensus decisions?



3. How will the team arrive at emergency decisions necessary between meetings?



4. What work can be done without a quorum?

### Scope



1. What are the boundaries of the team's work?



## ACTIVITY: UBT Team Charter (continued)



2. What happens to issues not within the team's boundaries?

### Decision Making



1. Will decisions be made by consensus?



2. Will our work be in the form of recommendations or final decisions?



3. What happens if we can't reach consensus?



## ACTIVITY: UBT Team Charter (continued)

### Ground Rules (Working Agreements/Team Norms)



1. What procedural and behavioral norms will the team agree to work within?



2. Will there be norms related to potential guests, in addition to the ones used by the team?

### Timelines



1. How frequently will the team meet, and for how long?



2. What are the important due dates connected to the project and deliverables?



## ACTIVITY: UBT Team Charter (continued)

### Reporting Relationships



1. Who are the labor and management sponsors of this team and its work?

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2. Whose interests need to be represented in the work of this team?

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### Resources and Support



1. What resources exist to help us accomplish our purpose, both internal and external?

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2. How do we address barriers to success?

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## ACTIVITY: UBT Team Charter (continued)



3. Whom do we go to for help?

### Communication



How will information about our work be communicated to constituents, sponsors and stakeholders?

### Confidentiality



What information will be considered confidential and not communicated beyond the team's work (KP proprietary business information, sensitive details, individual comments and conversations)?