**Team Charter Tool**

**What It Is**
While a Team Charter isn’t a requirement, since development of an online program takes a significant amount of time and effort, it is a way to help guide the work and ongoing direction of the group.

The Team Chartering tool will help the Planning Team gain clarity on their purpose, deliverables, roles and responsibilities, metrics, and other important issues. It also helps clarify team decision making processes, team boundaries, and operating guidelines.

The members of an Online Program Development Team should include the people who will be integral to working through the development process, which may include members from the academic department or college, eLearning OHIO, Academic Technologies, or other groups that will work closely in preparing the proposal or implementation plan. A list of suggested member roles is included in the following tool.

**What to Do**
Chartering the Planning Team means thinking through some important issues, including:

- The entire Planning Team, as well as the sponsor, should discuss the items contained in the charter template on the following pages.
  
  TIP – A straw charter can be developed for a team by the Planning Team Leader or by a member of the team. This often helps the team engage in discussion and finish the charter more quickly than if they have to start from scratch.

- Decisions should be captured, recorded, and distributed to all team members.

- The charter should be shared with the Sponsor, who should endorse it.

- The charter should be revisited and revised throughout the effort.

A template for the team charter tool, shown on pages 24-28, can be accessed as an Excel sheet at www.online.ohio.edu/DevelopmentGuide/STEP2.