

Architecture Team Charter Template

Name	Name of the team.
Purpose - Vision - Objectives	Describe the team's vision, its objectives and the business issues that the project will solve.
Organization - Members and sponsors - Roles and Responsibilities	Describe how the team is organized: who is involved, what are their roles and responsibilities, and decision/escalation process.
Constraints - Scope - Success Criteria - Schedule and Priorities	Identify constraints on the team, such as scope (limits to stay within, organizational/product areas affected by the architecture, etc.), resources, schedule, metrics.
Key Interdependencies	Identify independencies such as projects affected, inputs needed, partners, etc.

Architecture Team Charter Template

Purpose of the Team Charter

- The team charter serves to clarify to the team and others what the team's purpose and responsibilities are.
- It defines the goals of the team, its scope/boundaries, and its responsibilities and extent of authority

Guidelines for Creating a Team Charter

- **Purpose.** State the team's vision or desired state to be achieved with the architecture. State the objectives of the architecture, and link to business strategy, objectives and issues.
- **Organization.** Describe how the team is organized: who is involved, who the sponsor(s) are, what the reporting relationships are, what the roles and responsibilities of the team leader and members are, how decisions will be made, how issues are to be resolved, what the escalation process is. It is also very helpful to include what the team's responsibilities exclude (an IS NOT responsible for section).
- **Constraints.** Lay out any constraints on the team, such as scope of the architecture effort (which products it will cover, what markets it will address, which organizations or projects will be affected), resource constraints, schedule constraints, etc.

- **Key Interdependencies.** Identify any projects that depend on the architecture team (e.g., projects that will first use the architecture, pilot projects, etc.), as well as projects or individuals that the architecture project relies on.

Uses of Team Charter Information

- The team charter is used to inform others in the organization of the team's charter and role.
- It helps to sell what the team is doing, to set expectations appropriately, and to avoid turf conflicts.