

# Step 1: Team Charter

**Note:** This team charter is for Step 1: Commit to Lean. It is to be completed by the core implementation team and used to secure commitment and remind the team about the details of its project.

## Contents of Charter

- *Mission:* The need or purpose as stated by management
- *Deliverables:* What the team is to produce—its output
- *Team Resources*
- *Key Customers and Suppliers*
- *Team Processes*
- *Expected Scope/Approach/Activities:*
  - Scope of the team's authority and focus
  - Approaches suggested for achieving the deliverables
  - Activities the team is expected to undertake
- *Strategic Alignment Factors:*
  - Strategic item(s) and/or goal(s) to which this team's mission contributes
- *Timeframe/Duration:*  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Duration: \_\_\_\_\_

## Mission

Describe the reasons why you want to launch a Value Stream Management project. Give both customer- and management-based reasons. Write the reasons below.

## Deliverables

- What the team is to produce—its output
- Form a core implementation team
- Choose a target value stream
- Create a current value stream map
- Create a future value stream map
- Create a kaizen action map
- Other output (list below):

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## Team Resources

Role	Name(s)	Participation Level	Skills Required
Team Leader(s)			•
Team Facilitator			•
Core Team Members	– – – – – – –		•  •  •  •  •  •
Extended Team Members	– – – – –		•  •  •  •  •
Administrative Support			•
Team Champion			•
Steering Body Members			•

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## Key Customers and Suppliers

Company Name (Ext.) or Functional Area (Int.)	Relationship	
	Customer	Supplier
<i>External</i>		
<i>Internal</i>		
Customer Service		
Engineering		
Info. Tech.		
Manufacturing		
Marketing		
Purchasing		
Quality		

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## Team Processes

Process Item	Frequency	Audience/Distribution, Day(s)/Time(s)
Information distribution	After meetings	Team members, team champion
Team meetings		
Status reporting		
Storage location for team documents:		

## Expected Scope/Approach/Activities

What is the scope of the team’s authority?

What are the specific activities the team should perform?

## Strategic Alignment Factors

What are the strategic item(s) or goal(s) to which this project contributes?

## Timeframe/Duration

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Duration \_\_\_\_\_