

## Charter Template

<b>Group Name:</b>	Committee, Subcommittee, Subgroup, Workgroup, Task Force, etc.
<b>Date of Charter:</b>	
<b>Scope:</b>	Topic or Assignment;
<b>Background:</b>	Why is this important, relevant, and necessary?
<b>Objective:</b>	What is the goal of this group? What are you trying to achieve?
<b>Project Boundaries:</b>	What action can be taken? What acceptable strategies can be taken? Population under consideration, etc.
<b>Timeline:</b>	
<b>Deliverables:</b>	<p>What is the anticipated final work product?</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ Report,</li> <li>○ Presentation to Stakeholders,</li> <li>○ Education/ Training,</li> <li>○ Best Practice Guide,</li> <li>○ Resource Material,</li> <li>○ Roundtable/Panel Discussion;</li> <li>○ Resource Materials,</li> <li>○ Bench Guides,</li> <li>○ Action Plan Summary</li> <li>○ Recommendations: <ul style="list-style-type: none"> <li>○ Policy/Regulatory or Program</li> <li>○ Statutory</li> <li>○ Systemic (Must be accompanied with Collaborative Action Plan)</li> </ul> </li> </ul>
<b>Resources Needed:</b>	
<b>Resources Available:</b>	
<b>Projected Benefits:</b>	
<b>Team Lead:</b>	
<b>Team Members:</b>	