

# Working Group Charter

Initial Meeting Date: \_\_\_\_\_ Date Charter Reviewed and Approved: \_\_\_\_\_

**Overall Mission of the Working Group:** *(Describe the goal of the initiative, answer the question "What are we trying to accomplish? Provide some background explanation concerning the importance of the process and the current problem, or reason why this working group has been chartered.)*

**Why is this working group key to the success of the project?** *(Describe trends and issues that make this working group's efforts important in the overall effort.)*

**Scope and Boundaries:** *(What is the scope study and authority of the working group? What is not part of this working group's initiative? What are the operational issues that the working group will address related to the project?)*

**Objectives/Goal:** *(Given a 6 month time frame for planning, what are the overall goals and objectives?)*

**Metrics:** *(Answer the question "How will we know we were successful?")*

**Deliverables:** *(What specific tangible deliverables will the work group produce to support the project?)*

**Other related projects/initiatives in the Region and if applicable in the state or broader areas that could impact this work group's efforts:**

**Constraints:** *(List those things that can impede the success of the work group and hinder its ability to deliver and meet its timelines.)*

**High Level Timeline/Action Plan:** *(Document actions and milestones)*

Action/Milestone	Target Completion Date	Comments

**Other Notes:**

