

Instructions

Please print off these 2 pages on A3 paper.

Cut out each of the cards to the right. The cards are colour coded for each category.

As a team, decide which information should be placed in any of the blank spaces on cards you wish to use.

Please enter more Team specific cards on the blank cards available.

Collectively, add the relevant cards to the board to create your charter. You do not need to use all the cards, only those relevant to your team.

Take a picture, frame or place on a noticeboard your finished team charter. Review it regularly to ensure it meets the requirements of your team.

Wellbeing		Communication and collaboration	Ways of working	Technology	Inclusion	Productivity
It is okay to schedule blocks of time for focus / breaks / no meetings	We will take regular breaks wherever and whenever we are working	We get together as a team every [.....] in / via [location / modality]	We will share what we are working on and what our priorities are	We use technology to keep our work processes visible, by [.....]	If one person is remote, our meetings are online	We will share our working hours on our auto signatures
When working remotely we can arrange out time to suit our working preferences (as long as we are working during our team core hours)	We won't send emails or other messages after [.....] time	We will have a F2F team get together / activity every [.....]	New people to our team will have a buddy in our team to help them network and to support them with quick questions	We make our calendars visible to the rest of the team	We recognise that principles of zero tolerance to bullying, harassment and discrimination also apply to hybrid and flexible work	We will aim for simple meeting minutes highlighting actions and decisions
We schedule meetings for 24 or 50 minutes to allow breaks between them		Colleagues can join meetings for part of them when better use of their time	We will undertake the [.....] category of hybrid working	We use Teams to share files, communications, questions for the activities we're doing	We will ask people if they need any reasonable adjustments to help them work in a hybrid way	We recognise that productivity is personal and will encourage people to work in the way that suits them according to their role
We will not schedule a meeting as our default way of working and will use other tools to collaborate		We review our meetings: are they required, and how are they most productive [F2F / virtual / blended]?	We don't have meetings between [..... and .....]	We will use Teams to signal our availability and will be signed in when working. If we need to focus, we will set 'DND'	We will ensure that everyone can make an equal contribution wherever they are joining from and whether or not they are visible	We won't print papers for in-person meetings and papers will be kept to a minimum
We will do [.....] to take into account our digital wellbeing		We work F2F on campus when.....	We will aim to work on campus [.....] of days per week	Our code of conduct for virtual meeting is... [video on/off, backdrop, what if I need to attend to something else during the meeting, etc]	We will not make any assumptions about why people are working from home or in the office	We will ensure we do not waste time by [.....]
We will have core team hours of [..... to .....] and will schedule our meetings during these times. Everyone will be online during our core hours		We will arrange our time working remotely by / through.....				We will support people to do their best work at the time and location where they feel most productive

1	<div>Team Members and Categories</div> <div>Who is in the team? Each team member lists their preferences in terms of categories relevant to organisational and personal needs</div>	<div>Names</div> <div>Categories</div>
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2	<div>Our Values</div> <div>How do we align to our values? Which values can help guide our behaviours, habits and routines in working together?</div>	<div>Great people doing great things</div> <div>Wellbeing</div> <div>Equality, Diversity and Inclusion</div> <div>An environment and facilities to support our people</div>
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3	<div>Our Themes</div> <div>How can we ensure we are considering key themes around wellbeing, communication, ways of working, technology, inclusion and productivity to enable effective habits and routines?</div>	<div>Wellbeing</div> <div>Communication and collaboration</div> <div>Ways of working</div> <div>Technology</div> <div>Inclusion</div> <div>Productivity</div>
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4	<div>Our Measures</div> <div>What are the key things we need to consider when reviewing the success and effectiveness of hybrid working?</div>	<div>Wellbeing</div> <div>Communication and collaboration</div> <div>Ways of working</div> <div>Technology</div> <div>Inclusion</div> <div>Productivity</div>
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