****CDPH Team and Workgroup Charter Guidelines:**

Charter Template sections are numbered to conform with this guidance/instruction document.

1. Purpose: Why is this group being formed?
	1. What is (are) the problem(s) being addressed?
	2. What are the expected benefits, deliverables, outcomes or results or deliverable(s) for CDPH?
	3. Why are these important?
	4. Linkages to key CDPH Plans or PHAB requirements?
		1. e.g. Workforce Development Initiative: WFD Plan and PHAB Domain 8
2. Date Formed: Date assigned or authorized by supervisory staff
3. Smart Goals: Goals should be Specific, Measurable, Attainable, Relevant, and Time-Bound
4. Out of Scope: When applicable, define boundaries/limits of of project(s)
5. Team Meetings:
	1. Meeting Frequency: e.g. monthly
	2. Meeting Schedule – e.g. 2nd Wednesday of each month @ 10 AM
	3. Meeting Length: e.g. one hour
6. Membership:
	1. Standing members:
		1. Are assigned roles and responsibilities
		2. Attend all meetings
	2. Ad hoc members: *(Not listed).* Appointed as required by Team Chair/Leader