

SAMPLE TEAM TASK MANAGEMENT CHARTER

The following contains items that you will likely want to include when asking your team to use task management application in a way that allows for team uniformity and cohesion. These are recommendations based on dealing with team adoption of task managers over several workshops conducted by Mike Vardy via his company, Productivityist.

1. All employees (known as "team members" going forward) are expected to use the task management solution (known as "task app" going forward) utilized by the workplace and will adhere to the guidelines within this charter.
2. Team members will communicate within the task app whenever possible. The exceptions to this rule include private documents that are not to be stored in the cloud. Otherwise, all project-related communication will be delivered and received within the comments and chat capabilities housed within the task app.
3. All tasks entered into the task app must begin with a verb so as to incite action as easily as possible.
4. All tasks entered into the system must have an associated context (label, tag, etc.) in order to add additional information to the task for others and for the user. Contexts provide important resource-based information that will allow the task to carry out the action in amore efficient and effective manner.
5. There are specific contexts that must be used in the task app. Please see the task app administrator to receive access to a list of said contexts.
6. Each component of the task app has a specific designation. Please see the task app administrator to receive access to a list of what each component represents (workspace, project, department, etc.)
7. Tasks are to be reviewed every week at a predetermined time in order to best facilitate a week review procedure. Please see the task app administrator to learn of the date where tasks will be reviewed by a manager.
8. The only items that go in a company calendar are date-specific appointments. No tasks can be placed in the calendar at any time.
9. Only designated individuals can assign tasks in a project placed in the task app. You will be informed if you are expected to fill that role at any given time.
10. Please be respectful of the learning curve involved with the task app. Follow the above guidelines and the fostering of this system with be far more prosperous - as will the team.

DISCLAIMER: This document is simply a sample of guidelines and directives that can be employed by an individual or a team in order to use their task management application more effectively and efficiently. Neither Productivityist Productivity Services, Inc., Mike Vardy, or Steve Dotto are liable for the results of using this charter or any derivatives of it. You know your organization better than any of the aforementioned, so please adjust and adapt where necessary. Thank you.