



## Team Organization Chart Template

This deliverable is a hierarchical breakdown of a project team, showing primary reporting responsibilities and lines of authority. The standard responsibility, accountability, and authority profiles developed by program management and elaborated as needed by project managers are a useful adjunct to this deliverable.

<b>I. IPT Name:</b>		
<b>II. Deliverable Name:</b> Team Organization Chart Template		<b>Date Completed:</b>
<b>III. Contact Information</b>		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
<b>IV. Task Order Number:</b>		

The team organization must reflect proper consideration and balancing of the following factors:

- **Type of Work**---Aggregate tasks with similar skill requirements.
- **Team Size**---Aggregate closely related work within teams and recognize span of control limits. Consider using work cells to reduce the number of deliverable hand-offs and to provide clear ownership of the deliverables created.
- **Person/Job Match**--Match capabilities with requirements.
- **Risks**---Assign the best resources to high-risk areas.
- **Experience**---Mix experienced and inexperienced persons to facilitate mentoring.
- **Team Leaders**---Select them primarily based on competence and experience.

It is often a good idea to include in the chart the individuals and groups with whom the project team will regularly interface, including program management and business representatives.