**Project Agreement Template**

*As you assemble your KM team, it is important to agree to roles and responsibilities to help set expectations from the outset and potentially avoid any conflict down the road. It may be helpful for the team to draft a simple project agreement that clearly articulates who the members are, what the goal of the project is, how you will define success, and how you will divide labor and make decisions. Below is a template you can use to help you develop a project agreement for your team members.*

**[Title of the Project] Agreement**

**[Date last updated]**

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| --- | --- |
| **Components** | **Description** |
| Members | Who is on the team? |
| Goal | What are we trying to accomplish? |
| Definition of success | How will we gauge progress and achievement of our goal? |
| Division of labor | What are our various roles and responsibilities? |
| Expectations | What do we expect of each other? |
| Communication | How and how often will we communicate with each other? |
| Decision making | What procedure will we use to make our decisions? |
| Accountability | How will we hold each other accountable and deal with conflict or agreement violations? |
| Contingencies | What might change? How will we adjust? |
| Revision | Under what conditions will we revisit or revise the agreement? |

Adapted from: Gunia B. Strategic team leadership. Baltimore, MD: Johns Hopkins Carey Business School; 2016.