



TEC-TEMP-01 WG or Initiative Charter Template

1 PURPOSE

Briefly define the purpose of this Working Group (WG) or Initiative. (Note: An Initiative is defined as an effort that is sponsored directly by INCOSE corporate leadership or INCOSE Chapter and does not otherwise fall under an INCOSE WG. "INCOSE WG" applies to WG's that are formally chartered by INCOSE Technical Operations.)

This section should include the reason for initiating this effort: problem, issue or opportunity it will address and how this effort aligns with the goals/strategic aims of INCOSE.

2 GOAL

Summarize the specific goal(s) for this WG or Initiative in terms that are clear and measurable.

This area may also include:

- Customer(s)/Stakeholder(s)
- Intended outcome(s)/product(s)/services(s)
- Expected completion date(s) or time-frame (e.g. short, mid or long-term)

3 SCOPE

Describe the scope (framing) of this effort. The intent of scoping is to clearly define the boundaries which describe what is "in" and what is "out" of scope. For example: "This WG will address Modeling and Simulation (M&S) as it relates to Systems Engineering (SE) throughout the acquisition life-cycle." This framing definition would therefore exclude M&S that would apply to business enterprise or service after the sale applications.

4 SKILLS AND EXPERTISE REQUIRED

Define the skills and expertise that will be required for success. Identify any gaps and define how they will be acquired, denoting if they will need to be acquired from outside INCOSE (See Resources Required below).

5 OUTCOMES (PRODUCTS/SERVICES)

If known, list the intended deliverables (products/services) that will be produced by those participating in this WG/Initiative. Details applicable to deliverables shall be defined in separate Technical Project Plans (TPP's). TPP's shall be developed, submitted and tracked as defined by the applicable Technical Operations procedure.



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6 APPROACH

Define the general approach that will guide this WG/Initiative including:

- Meeting frequency of the entire WG/Initiative team
- Decision making
- Norms or ground rules
- Accountability
- Communications, if not previously covered under roles & responsibilities above
- Challenges
- Assumptions
- Major phases or milestones, if applicable

7 MEASURES OF SUCCESS

Define the overall measures of success for the WG/Initiative. Note that detailed measures of success for individual products/services produced will be contained in the applicable individual TPP. Examples of WG/Initiative measures of success include:

- Size of membership
- Number of enterprises involved in the project
- Number of products/services under development (as defined by individual TPP's)
- Number of products/services delivered

8 RESOURCE REQUIREMENTS

Summarize the overall resources required to attain success in terms of both human and annual dollar (US) requirements. Also, include infrastructure support (e.g. telecoms, Microsoft LiveMeeting.)

If resources outside INCOSE are required, define these resources and the proposed method to secure attainment (e.g. MOU/MOA).

9 DURATION

Define the duration/end date (if applicable). If no end date is planned then state that this Charter will remain in effect until rescinded by the signatory.



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10 APPROVAL (INCLUDE MEMBER ROLES & RESPONSIBILITIES IN ADDENDUM)

Technical Director, INCOSE

Date

Revision History

<u>Date</u>	<u>Revision</u>	<u>Description</u>	<u>Author</u>
	1.0	Initial Draft.	