# Charter for a Facilitated Session

**Instructions**

The purpose of the charter is to get agreement on high level expectations among the main sponsors and the facilitator of a session. The facilitator should use this charter template to guide the discussions and document the agreements. Do this at the very beginning, when first discussing the possibility and need for facilitation. Make sure that everyone reads and buys into the final charter document.

| **Name** of this facilitation: |
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| **Purpose:** why is it important for us to hold this session(s)? |
| **Specific deliverables:** what specific things do we want the group to produce by the end of the facilitation? |
| **Timeline:** list desired completion date and dates of any key milestones. |
| **Roles and effort:** who will fill which roles, and how much work is it expected to take? (facilitator, participants, meeting assistants, facilities contacts, etc) |
| **Reporting:** who will be kept informed about progress during preparation, during the session, during follow-up, and after completion? How often and how? |
| **Success measures:** what are the specific measurements we will use to determine how well the session met its objectives? When will we make those measurements? |

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