



Workgroup Charter

Title: <descriptive title>
Author: <Author's name>
Revision: <Revision # (ex. r.01, r.02, etc.)>
Revision Date: <YYYY-MM-DD>
Status: <draft, final, approved>

Revision Information:

#	Date	Description

Instructions

This document outlines a charter for proposing an OSPI Workgroup. Workgroups with formal charters are the primary means through which OSPI operates. OSPI recommends that proposed Workgroup charters be discussed with the OSPI Board member who has Workgroup responsibility (see theospi.org website for contact information). Once completed, this form should be sent to the OSPI board for review. It will be shared with other Workgroup leaders and the board to discern how it fits with the work of existing Workgroup efforts.

1. Workgroup title

<text name>

2. Chair

<Name(s), organization(s), contact information>

3. Problem area

<Describe the problem area to be addressed by this Workgroup>

4. Charter

<In 100 words or less, write the charter for this Workgroup. The charter should be action-oriented regarding the outcomes or deliverables to be achieved or delivered by the Workgroup. It should be clear enough that anyone who reads the charter can understand its specific purpose>

5. Workgroup members

<List of participants committed to work on this effort. More can be added later. List Names, organizations, and contact information.>

5.1. Method of participation

<Is the workgroup closed? Can others join? If so, how do they join?>

5.2. Anticipated Membership Growth

<Do you expect this workgroup to remain relatively small? Will it grow to very large numbers? How will you accommodate the growth?>

6. Milestones and durations

< List of milestones and expected duration of each; workgroups are chartered for 1 to 12 months, and charters may be renewed if needed; the purpose is the outcome or deliverable; >

7. Resources required to fulfill the workgroup's charter

<List any additional resources or support needed>