

TASK FORCE CHARTER

A task force will be applied by a group of people who come together to facilitate the development of ideas, create new opportunities, answer questions, or solve a problem.

Charter to be completed upon formation of task force.

E-mail to the Training Coordinator to receive approval to proceed from the Library Director and Deputy Director.

Topic:	
Objective: <i>One sentence description of goal</i>	
Mission: <i>Includes vision, projected benefits, background, and any additional justifications for forming</i>	
Facilitator's Name(s):	
Task Force Members <i>Include branch and department</i>	
Duration <i>Include dates for planning, deliverable elements, and any follow-up work.</i>	Start Date: End Date:
Deliverable: <i>What will be produced as a result of this task force?</i>	

Review to be completed before task force dissolves

Synopsis of findings: <i>What did your research reveal?</i>	
Results: <i>What was decided?</i>	
Lessons Learned: <i>What would you advise going forward?</i>	

Approved:

Date:

Revised: