

CoP Charter



Purpose & Leadership

What is the business need?
What are the benefits for the members & organisation?
What is the goal?
What is out of scope?

Membership

Do we have open or closed membership?
How do we recruit, reach out to potential members?
What typ of role is the CoP for?

Roles

Any specific roles required?
How much time do we invest?
How will decisions be made?
Do we have working groups?

Behaviour & Feedback

What can we expect with a specific role?
How will we provide feedback?
What are the reaction times?
Do we have a safe space for questions?

Resources

Do we need Budget?
Does IT need to be involved for support?
Do we need additional Resources or are we completely self organised?

Key Topics

What are the focus areas and core topics?
Do we have strategic points to cover?

Events & Tools

What events do we have in place?
What is their frequency?
Which channel do we use for each event?
What tools do we use in general for communication & collaboration?
Where do we share content & knowledge securely?

Measurements

How do we measure success?
What do we aim / is our goal?
What are deliverables & business outcomes?
What are the benefits, business value & KPI's?