Team Orchestration Readiness Charter

Use this charter in a team session to agree how your team will work with AI. Cover each section together. The aim is shared understanding and explicit agreements. Review quarterly as AI capabilities and team experience evolve.

TEAM / FUNCTION

TEAM LEAD

DATE

1. DECISION RIGHTS

Agree which categories of decision can be delegated to AI, which require human review, and which are human-only. Be specific to your team's actual work.

DECISIONS SAFE TO DELEGATE TO AI (WITH EXAMPLES)

DECISIONS REQUIRING AI OUTPUT + HUMAN REVIEW BEFORE ACTION

DECISIONS THAT MUST REMAIN HUMAN-ONLY (WITH RATIONALE)

2. QUALITY STANDARDS

Agree minimum verification standards for different types of AI-generated work.

ROUTINE OUTPUTS: VERIFICATION STANDARD

HIGH-STAKES OUTPUTS: VERIFICATION STANDARD

NAMED PERSON RESPONSIBLE FOR FINAL SIGN-OFF ON AI-ASSISTED DELIVERABLES

3. EXCEPTION HANDLING

Agree how the team will handle AI failures, unexpected outputs, and edge cases using the Exception Triage Framework.

GREEN: ROUTINE VARIANCE

AMBER: SIGNIFICANT DEVIATION

RED: CRITICAL EXCEPTION

4. LEARNING AND CAPABILITY

Agree how the team will build and share AI orchestration capability over time.

HOW WE SHARE WHAT WORKS

HOW WE LEARN FROM WHAT DOES NOT WORK

TEAM CAPABILITY GAPS WE NEED TO ADDRESS

5. ETHICAL BOUNDARIES

Agree explicit ethical boundaries for AI use within your team. Be specific to your context.

USES OF AI THAT ARE OFF-LIMITS FOR THIS TEAM (AND WHY)

SAFE CHANNEL FOR RAISING ETHICAL CONCERNS ABOUT AI USE

NAMED PERSON RESPONSIBLE FOR AI GOVERNANCE IN THIS TEAM

6. HUMAN CONNECTION

As AI mediates more of our work, agree how the team will preserve genuine human connection and support.

RITUALS OR PRACTICES WE WILL PROTECT

HOW WE WILL CHECK IN ON HOW PEOPLE ARE EXPERIENCING AI CHANGES

TEAM AGREEMENT

We have discussed and agreed the principles in this charter as a team. We commit to working within these agreements and reviewing them quarterly.

TEAM LEAD SIGNATURE / NAME

DATE AGREED

TEAM MEMBERS PRESENT

Based on: Dell'Acqua et al. (2023); Mollick (2024); Daugherty and Wilson (2018); Klein (1998); Goleman (2020); Floridi et al. (2018); European Parliament (2024). Growth Performance © 2026.

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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