**PROJECT GOVERNANCE PLAN TEMPLATE**

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| **ORGANIZATION** |
| **PROJECT NAME** |  |
| **CLIENT** |  |
| **BRAND** |  |
| **PRODUCT** |  |
| **CONTACT INFO.** | **NAME** |   |
| **PHONE** |   |
| **EMAIL** |   |
| **MAILING ADDRESS** |   |
|
|
| **DATE:**  | **AUTHOR:**  |
|  |  |  |
| **DOCUMENT REVISION HISTORY** |
| **VERSION NO. & DATE** | **UPDATED BY** | **CHANGES** |
| 0.0.0 - XX/XX/XXXX |   |   |
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|   |   |   |
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| **APPROVAL SIGNATURES** |
| **NAME & TITLE** | **DATE** | **SIGNATURE** |
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| **DISTRIBUTION** |
| **PROJECT TEAM & STAKEHOLDERS** |
| Dissemination method and recipients |
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| **PROJECT** |
| **INTRODUCTION | *Description without requirement details*** |
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| **OBJECTIVE | *What does the project work to achieve?*** |
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| **SCOPE OF WORK** |
| ***What does the project entail? What are the delivery methods?*** |
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| **PROJECT GOVERNANCE** |
| **DOMAINS | *The "what" of project decisions*** |
|   |
| **AUTHORITY | *"Who" is responsible for making key decisions?*** |
|   |
| **STRUCTURES & PROCESSES | *The "how" of decision making*** |
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| **REQUIREMENTS & TASKS** |
| ***What does the project entail? What are the delivery methods?*** |
| **REQUIREMENTS** |
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| **SPECIFIC TASKS** |
| **PROGRAM & PROJECT MANAGEMENT** |
|   |
| **DEVELOPMENT & SUPPORT FOR APPLICATIONS** |
|   |
| **DOCUMENTATION** |
|   |
| **USER SUPPORT / HELP DESK** |
|   |
| **OPTIONAL TASKS** |
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| **RESPONSIBILITY MATRIX** |
| **"RACI" ROLE** | **ROLE DESCRIPTION** |
| R - RESPONSIBLE | Who is working to fulfill deliverables? Responsible parties get their authority from accountable individuals. |
| A - ACCOUNTABLE | Ultimate decision-making authority |
| C - CONSULTED | Individuals whose opinions are sought, typically experts/advisors consulted by those responsible |
| I - INFORMED | Individuals who receive progress reports |

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| **PERSONNEL** |
| **HUMAN RESOURCES** |
| **JOB TITLE / DESCRIPTION** | **SKILLS / KNOWLEDGE REQUIRED** |
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| **RESUMES** |
| ***Provide link or location to files.*** |
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| **ISSUES & ESCALATION PROCESS** |
|   |
| **SCOPE** |
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| **APPROACH** |
|   |
| **IDENTIFICATION** |
|   |
| **VALIDATION & PRIORITIZATION** |
|   |
| **ISSUE ANALYSIS** |
|   |
| **TRACKING & REPORTING** |
|   |
| **ESCALATION PROCESS** |
|   |
| **RESOLUTION** |
|   |
| **CLOSURE** |
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| **QUALITY ASSURANCE & DELIVERABLES MONITORING** |
| **GENERAL ACCEPTANCE CRITERIA** |
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| **QUALITY ASSURANCE PROCESS** |
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| **STANDARD GOVERNANCE PROCESS** |
| ***Include diagram of process to result in the best possible decision in the most efficient manner.*** |
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| **PROJECT ORGANIZATIONAL CHART** |
| ***Provide a chart or outline of the organizational chart of all parties, departments, and committees involved.*** |
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