**[](https://goo.gl/u54gCL)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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| **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?*** | | |
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| **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** | | |
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| **DEVELOPMENT & SUPPORT FOR APPLICATIONS** | | |
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| **DOCUMENTATION** | | |
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| **USER SUPPORT / HELP DESK** | | |
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| **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** | | |
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| **SCOPE** | | |
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| **APPROACH** | | |
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| **IDENTIFICATION** | | |
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| **VALIDATION & PRIORITIZATION** | | |
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| **ISSUE ANALYSIS** | | |
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| **TRACKING & REPORTING** | | |
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| **ESCALATION PROCESS** | | |
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| **RESOLUTION** | | |
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| **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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