**PROJECT GOVERNANCE
FRAMEWORK TEMPLATE**

PROJECT NAME

PROJECT GOVERNANCE FRAMEWORK

AUTHOR:

Version: 0.0.0

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| VERSION HISTORY |
| --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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PROJECT GOVERNANCE FRAMEWORK DESCRIPTION

The management structure that you use to make project decisions is referred to as a *project governance framework*. When you govern a project effectively, you ensure that such project continues to align with your organization’s mission, objectives, and visions; you also ensure that you will deliver the project efficiently and effectively.

HOW TO USE THIS DOCUMENT

This template document outlines a project structure for the project governance of <name of project>. To use this form, fill in the fields below with your own organization’s key personnel, references, and data.

KEY PROJECT PERSONNEL

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| **KEY PROJECT PERSONNEL/STAKEHOLDERS** |
| **NAME** | **TITLE** | **RESPONSIBLE FOR** | **CONTACT INFO** |
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ORGANIZATIONAL STRUCTURE

In order to manage the <name of project> initiative so as to avoid risks and provide clear lines of authority, implement an organizational chart structure:

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REFERENCES

Include descriptions, key functions, lines of authority, and expectations for executive positions, leadership, and department heads. Also note specific boards, phases, or key stages of the project and how these milestones connect to those individual roles.

AUTHORIZATION

<Name> has been appointed to manage this project’s deliverables on behalf of the organization. The authorization signature and contact information appear below.

|  |  |  |  |
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| **NAME** | **DATE** | **SIGNATURE** | **CONTACT INFO** |
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