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| **A picture containing text  Description automatically generatedPROJECT GOVERNANCE PLAN TEMPLATE** |
| *This project governance plan template will help with efficient execution of IT projects. The template lists project scope, project requirements, and responsibility matrix. The template includes the process for project issues managing and control, including issues escalation process and quality assurance.* |
| **ORGANIZATION** |
| **PROJECT NAME** |  |
| **CLIENT** |  |
| **BRAND** |  |
| **PRODUCT** |  |
| **CONTACT INFO** | NAME |   |
| PHONE |   |
| EMAIL |   |
| MAILING ADDRESS |   |
|  |
|  |
| **AUTHOR** |  |  |
| **DATE**  |  |  |
|  |  |  |  |  |
| **DOCUMENT REVISION HISTORY** |  |
| **VERSION NO.** | **UPDATED BY** | **DATE** | **CHANGES** |  |
| 0.0.0 |   |   |   |  |
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| **APPROVALS** |  |
| **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 …* |  |
|   |  |
| **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?* |  |
|   |  |
|  |  |  |  |  |
| **PROJECT GOVERNANCE** |  |
| **DOMAINS |** *The "what" of project decisions …* |  |
|   |  |
| **AUTHORITY |** *"Who" is responsible for making key decisions?* |  |
|   |  |
| **STRUCTURES AND PROCESSES |** Th*e "how" of decision making …* |  |
|   |  |
|  |  |  |  |  |
| **REQUIREMENTS & TASKS** |  |
| **REQUIREMENTS** |  |
| *What does the project entail? what are the delivery methods?* |  |
|   |  |
| **SPECIFIC TASKS** |  |
| **PROGRAM AND PROJECT MANAGEMENT** |  |
|   |  |
| **DEVELOPMENT AND 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. |  |
|  |  |  |  |  |
| **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 AND ESCALATION PROCESS** |  |
| **SCOPE** |  |
|   |  |
| **APPROACH** |  |
|   |  |
| **IDENTIFICATION** |  |
|   |  |
| **VALIDATION & PRIORITIZATION** |  |
|   |  |
| **ISSUE ANALYSIS** |  |
|   |  |
| **TRACKING & REPORTING** |  |
|   |  |
| **ESCALATION PROCESS** |  |
|   |  |
| **RESOLUTION** |  |
|   |  |
| **CLOSURE** |  |
|   |  |
|  |  |  |  |  |
| **QUALITY ASSURANCE & DELIVERABLES MONITORING** |  |
| **GENERAL ACCEPTANCE CRITERIA** |  |
|   |  |
| **QUALITY ASSURANCE PROCESS** |  |
|   |  |
|  |  |  |  |  |
| **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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