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Governance Group

Terms of Reference

<Project Title>

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| Project Title: |  |
| Project Manager: |  |
| Project Sponsor: |  |
| Effective date: |  |

1. PURPOSE

This section describes the main reason for the creation of the project governance group. It outlines the fundamental goals and objectives that the group is intended to achieve, which might include providing strategic direction, ensuring the project aligns with organizational objectives, managing risks, or ensuring resources are used efficiently.

2. SCOPE

This part delineates the boundaries of the group's powers and responsibilities. It defines what aspects of the project the group is able to influence or control, which may encompass strategic decisions, risk management, resource allocation, and more. The scope will also specify any areas outside the group's control or influence.

3. ROLES AND RESPONSIBILITIES

This section outlines the duties and functions that the project governance group is expected to fulfill. It could include strategic alignment, overseeing project progression, ensuring the project stays within budget, managing risks, liaising with stakeholders, and maintaining regulatory compliance. Each specific role within the group might also be described in detail here.

4. MEMBERSHIP

This segment details the composition of the project governance group, including who will be part of it and why. This may be defined in terms of roles (for example, Client Representative, Business Risk Manager), departments (for example, representatives from Finance, Operations), or other criteria. Criteria for selection and the duration of membership may also be specified.

5. MEETINGS

This part describes the logistics around the group's meetings. It sets out the frequency, format (for example, in-person, virtual), duration, and proposed agenda of the meetings. It might also define how meeting dates are determined, who can call a meeting, how members will be notified, and procedures for recording and disseminating minutes.

6. DECISION-MAKING

This section defines how the group will make decisions. This might cover the process for discussion, voting methods (for example, majority, plurality, unanimous), procedures for resolving disputes, and how decisions will be recorded and communicated. It may also clarify whether all decisions are binding or whether some can be overturned and by whom.

7. REVIEW

This final section outlines when and how the project governance group's effectiveness will be evaluated. It should specify the criteria for review, who will perform it, the frequency of review, and how the results will be used. This could include adjustments to the group’s function, processes, or membership based on the review findings.

7. AUTHORISATION

SIGNATURE Name & Title