Governance Strategy

[Sub-title, if applicable]

[Month YYYY]

Contents

[Purpose 2](#_Toc518379399)

[Governance Principles 3](#_Toc518379400)

[Overarching Governance Structure 4](#_Toc518379401)

[Key Roles and Responsibilities 5](#_Toc518379402)

[Stakeholders & Dependencies 6](#_Toc518379403)

[Change Control 7](#_Toc518379404)

[Introduction 7](#_Toc518379405)

[Principle 7](#_Toc518379406)

[Scope 7](#_Toc518379407)

[Stakeholder Engagement and Communications Engagement 8](#_Toc518379408)

[Further Help and Guidance 9](#_Toc518379409)

# Purpose

This document sets out the Governance approach and arrangements put in place to control, direct and manage *[insert programme name]* to achieve its objectives and meet the necessary standards of accountability. It details the structures, reporting lines and processes put in place to ensure the Programme is effective, efficient and meets timely decision making.

(The term “programme” is used throughout but the principles apply equally to projects.)

# Governance Principles

*The governance principles should outline the commitment from the programme to ensure the successful governance of the programme. It should include any expected standards that will be applied to the governance of the programme.*

*This may include areas such as assurance, communication, programme boards, the control of programme documentation and reporting.*

 *It should also include the expectations for those who are part of the governance arrangements for the programme.*

Start text here.

# Overarching Governance Structure

*This should include an explanation of the programmes governance structure including any cross-departmental or multi-agency involvement which may result in a need for a multi-tiered governance structure. If applicable a list of departments/Agencies should be included and details of any governance arrangements specifically to them.*

*Diagrammatical structures including programme structures should also be included and clearly presented (see Fig 1 for example)*

*Terms of Reference for any boards that will inform or influence the delivery of the programme should be Annexed within this strategy.*

*The process for gates or reviews, authority to proceed through the gates should be recorded as part of the governance arrangements.*

Fig 1.

**Programme Board**

Chaired by the:

**Programme Sponsor**

**PMO Manager**

**Project Manager**

**Project Manager**

**Project Manager**

**Business Change Manager**

**Commercial Manager**

**Programme Manager**

**Programme Sponsor**

**Programme Director**

# Key Roles and Responsibilities

*Programme roles should be defined in the governance strategy. Key roles including SRO, Programme Director, Programme Manager, PMO Manager, Business Change managers should be clearly documented and governance responsibilities defined.*

*The decision making process, specifically around approval for changes to budget, schedule and scope that fall outside of the responsibility of the Programme Director.*

Start text here.

# Stakeholders & Dependencies

*Governance relationships among project teams including dependant projects or programmes, organisational groups and external stakeholders should be documented here. Relationships with suppliers should also be added once they become clear.*

Start text here.

# Change Control

## Introduction

Changes to specification or scope can potentially ruin any programme unless they are carefully controlled. The control of change covers assessment of the impact of a potential change, the estimation of its cost and a decision by management whether to proceed or not.

Change control is the process by which change requests will be raised, assessed, approved and managed within the Programme.

The change control process also identifies roles that enable the effective management of a change request through the process.

## Principle

The change control process ensures that any changes required over the duration of the Programme are captured, fully understood, impact assessed and authorised within the appropriate governance structure.

The process provides an audit trail for all the change that has occurred throughout the life cycle of the Programme.

The change control process is not designed to create bottlenecks or prevent change from occurring*.*

## Scope

*The scope of change control for the programme covers all activities needed to implement the change control process. The process will facilitate examining the possible impact of executing a proposed change on aspects of a project prior to its approval including:*

* *Timescales*
* *Costs / budgets*
* *Resources*
* *Scope*
* *Benefits*
* *Assumptions*
* *Interdependencies*

Start text here.

# Stakeholder Engagement and Communications Engagement

*The Stakeholder Engagement and Communication strategies are core to successful delivery of a Programme.  They will aid the dissemination of key messages en masse to selected stakeholder groups depending on their level of interest in the Programme and ensure communications are delivered to the right people at the right time.*

*Further detail on Stakeholder and Communications Engagement for the programme should be recorded in the Stakeholder and Communications Engagement strategies.*

Start text here.

# Further Help and Guidance

* Home Office Project Delivery Framework (insert link when available)
* Portfolio and Project Delivery Directorate
* [Knowledge Hub](https://khub.net/web/guest/welcome?p_p_state=normal&p_p_mode=view&refererPlid=47727240&saveLastPath=false&_com_liferay_login_web_portlet_LoginPortlet_mvcRenderCommandName=%2Flogin%2Flogin&p_p_id=com_liferay_login_web_portlet_LoginPortlet&p_p_lifecycle=0&_com_liferay_login_web_portlet_LoginPortlet_redirect=%2Fweb%2Fgovernment-project-delivery-community-hub)