

Project Governance Document Template

1. Role Definitions and Responsibilities:	
Roles	Responsibilities
e.g. Project Manager	
Mentor	
Reviewer	
Quality Manager	
Testing Team	
Project team	
2. Rules of Engagement	
e.g. a. Communication	
b. Status Reports	
c. Procurement of human resources	
d. Resource acquisition	
3. Organizational structure for the project	
4. Escalation Procedure	
5. Decision-making Structure	
a. Technical decisions	
b. Changes in scope	
c. Conflict resolution	
6. Team Operating Rules	
7. Team Meeting Structure	
e.g. Who facilitates the meeting? Who records the minutes of the meeting?	