Program Governance Plan

Enhance Your Program Management with PMI Standard Templates

Welcome to the Program Management Templates designed according to **PMI's Standard for Program Management - Fifth Edition (2024)**. These templates are invaluable tools for professionals preparing for **PgMP Certification** on [**Knowledge Map**](https://knowledgemap.pm) (https://knowledgemap.pm). By completing these templates for your real programs, you seamlessly blend real-world experience with PMI program management concepts, ensuring a comprehensive understanding and practical application.

Explore the full range of templates to streamline your program management processes and elevate your expertise. Available Templates:

* Program Business Case
* Program Charter
* Program Management Plan
* Program Risk Register
* Program Benefits Register
* Benefits Management Plan
* Stakeholder Register
* Stakeholder Engagement Plan
* Program Governance Plan
* Program Change Request
* Resource Management Plan
* Risk Management Plan
* Schedule Management Plan
* Scope Management Plan
* Program Performance Report
* Change Log
* Change Management Plan
* Communications Management Plan
* Financial Management Plan
* Information Management Plan
* Lessons Learned Register
* Procurement Management Plan
* Quality Management Plan
* Final Program Report

To access and benefit from these templates, visit: [KnowledgeMap.pm/Certifications/PgMP](https://knowledgemap.pm/certifications/pgmp)

Utilize these structured, professional templates to ensure your program's success and to boost your readiness for PgMP certification.

Program Governance Plan Template

**Program Governance Plan** is a document that describes the systems and methods to be used to monitor, manage, and support a given program, and the responsibilities of specific roles for ensuring the timely and effective use of those systems and methods. A **Program Governance Plan** is sometimes subsumed into the program management plan.

To facilitate the design and implementation of effective governance, many organizations prepare documented descriptions of each program’s governance frameworks, functions, and processes. Such descriptions are summarized in a **Program Governance Plan**, which may be a standalone document or a subsection of the program management plan. While typically there will be a **Program Governance Plan** for each program in the organization, some organizations may use a single program governance plan to govern several programs.

The purpose of the **Program Governance Plan** is to describe the systems and methods used to monitor, manage, and support a given program, and the responsibilities of specific roles for ensuring the timely and effective use of those systems and methods. This document is referenced throughout the program’s duration to provide and demonstrate that the program is conforming to established governance expectations and agreements. The governance framework may be modified as appropriate, based on outcomes attained during the course of the program. It is generally accepted good practice to ensure that modifications are communicated to those stakeholders responsible for program governance and program management.

# Governance Framework

* Describe the systems and methods to be used to monitor, manage, and support the program.
* Outline the responsibilities of specific roles for ensuring the timely and effective use of governance systems and methods.

# Governance Structure

* Describe the composition and responsibilities of the program steering committee.
* Define the decision-making authority of the steering committee and other governance bodies.
* Example of the Governance Structure Table:

|  |  |  |
| --- | --- | --- |
| Governance Body | Composition | Responsibilities |
| Program Steering Committee | Executive-level stakeholders | Oversight, decision-making, and strategic guidance |
| Governance Framework | Program manager, component leads | Monitoring, managing, and supporting the program |

# Governance Processes

* Explain the process for phase gate reviews, including timing and criteria for approval or disapproval.
* Describe the process for periodic health checks and ongoing performance assessments.
* Example of the Phase Gate Reviews Table:

| Phase | Decision Point | Criteria for Approval/Disapproval | Outcomes |
| --- | --- | --- | --- |
| Initiation | End of Initiation Phase | Alignment with strategic objectives, resource availability | Approval to proceed, modification, or termination |
| Planning | End of Planning Phase | Feasibility, detailed planning, risk assessment | Approval to proceed, modification, or termination |

# Component Authorization and Planning

* Outline the criteria and processes for the initiation of program components.
* Describe the phases and activities involved in component planning and integration.
* Example of the Component Authorization and Planning Table:

|  |  |  |  |
| --- | --- | --- | --- |
| Component | Criteria for Initiation | Planning Phases | Deliverables |
| Component A | Business case approval, strategic alignment | Needs analysis, feasibility study, detailed planning | Scope definition, integration plan, management plans |

# Monitoring and Reporting

* Define the metrics used to measure program performance.
* Describe the reporting requirements for program performance and governance.

# Risk Management

* Explain the processes for monitoring and managing risks throughout the program lifecycle.
* Define the procedures for escalating issues and risks to the appropriate governance bodies.

# Communication and Stakeholder Engagement

* Describe the communication plan for engaging stakeholders throughout the program.
* Outline the roles and responsibilities of stakeholders in the governance process.
* Example of the Communication Plan Table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder Group | Communication Method | Frequency | Responsible Person/Group | Purpose |
| Executive Sponsors | Status Reports | Monthly | Program Manager | Provide updates on program progress |
| Program Team | Team Meetings | Weekly | Project Leads | Discuss ongoing tasks and issues |
| External Stakeholders | Newsletters | Quarterly | Communications Officer | Inform about key milestones and achievements |

# Governance Framework Reviews

* Describe the process for conducting governance framework reviews at key decision points.
* Explain how modifications to the governance framework will be communicated to stakeholders.

# Component Transition and Closure

* Define the criteria for transitioning components to operations or ongoing work.
* Describe the process for closing program components and the overall program.

# Program Closeout

* Define the criteria for program closeout, including the conditions for formal closure acceptance.
* Outline the contents of the final program report, including lessons learned and recommendations for future programs.