**Terms of Reference**

[Replace the logo with your company logo. Remember to update the document footer as well.]

|  |  |
| --- | --- |
| **Project Title/Code:** |  |
| **Date:** |  |
| **Document Version:** |  |

# Introduction

[Summarise what this Terms of Reference covers. This is likely to be either the remit of a single group i.e. your Steering Group or a workstream of work. Explain what this involves e.g. This workstream covers the technical elements of the xxx project including software and hardware elements, technical design and testing.

Note down any principles that this Terms of Reference will operate within e.g. the Steering Group will work according to the principles of PRINCE2.]

# Objectives and deliverables

The objectives and accountabilities of the group/team/workstream are [edit these and add your own]:

* Ensure that all deliverables are completed on time, within cost and to quality
* Ensure the work is adequately resourced against the overall project/resource plan
* Assess risks and ensure appropriate mitigating actions are in place
* Resolve all high level project issues, escalating for resolution to relevant management teams as appropriate
* Raise and analyse changes impacting the project including major milestones, scope of deliverables, costs and benefits
* Ensure compliance to corporate policies and protocols impacting the project
* Manage project dependencies
* Take responsibility for local project communications

1. Make/input to critical Implementation go/no go decisions
2. Formulate plans for the workstream including deliverables, development, testing, implementation, and communications

**Key resources/roles and responsibilities**

|  |  |
| --- | --- |
| Name | Responsibilities |
|  |  |
|  |  |
|  |  |

Meetings of the team will take place monthly or less frequently as required. Deputies will only be allowed by agreement of the Chair.

The standing agenda will include:

1. Review of project progress, milestones, risks and issues
2. Deliverables for approval or decisions to be made
3. Spotlight on special items for discussion or escalation
4. AOB

# Workstream Organisation Structure

[Insert an organisation chart to show how this workstream/group fits within the project/programme structure.]

**Approach**

[Add a paragraph or some bullets that explain the approach that is going to be followed for this. This is an explanation of how you are going to achieve the deliverables above.]

**Milestones**

|  |  |
| --- | --- |
| Task | Date |
|  |  |
|  |  |
|  |  |
|  |  |

**Budget**

The indicative budget for this workstream/group is xxx. This covers xxx. The budget assumptions are included in the PID and the full figures are detailed in the project business case.

**Other Notes**

[Use this space to record any other information for your project closure, such as supplier contact information for ongoing contracts or location of project’s archived files.]