

[PROGRAM NAME] Program Governance and Steering Committee

Prepared by: [Program Manager]

Program Name:

Program Sponsor:

Program Manager:

Steering committee structure and members

This section includes the steering committee members and roles as well as an outline of the meeting schedule.

Decisions

This section describes the decision making approach the committee will follow. It includes a detailed list of decision guidelines and agreed upon priorities against which decisions will be made. This section should also outline how decisions will be documented and communicated.

Reviews

Stage gate reviews: *This section outlines stage gate reviews and their requirements. It should include when these reviews will be held, what will be reviewed, and the data to be reviewed prior to determining whether to move to the next stage.*

Program performance reviews: *This section establishes the dates for which program performance will be reviewed. These reviews concentrate on the overall performance and management of the program. This section also describes the required program performance information that must be provided in support of these reviews.*

Program and component change requests: *This section identifies the process the steering committee will use to manage change to the program. A process will be outlined for changing scope of the program and initiating or terminating program components.*