[Name of Customer Agency]

Governance plan

[Program Name]

Version 1.0

[Day, Month, Year]

Document History

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| --- | --- | --- | --- |
| Release No. | Date | Author | Revision Description |
| 1.0 |  |  | Initial Draft Version |
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I have carefully assessed the Governance Planforthe *<<INSERT NAME OF PROGRAM>>.* This document has been completed in accordance with the requirements of the Office of Shared Solutions and Performance Improvement (OSSPI) Guidance.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_\_ The document is accepted.

\_\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_\_ The document is not accepted.

We fully accept the content within this project artifact and associated tasks.

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*<<Insert Name>> <<Insert Date>>*

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*<<Insert Name>> <<Insert Date>>*

*<<Insert Title>>*

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# Purpose

<<This document should be signed by the Program Executive Sponsor and should be reviewed and approved by both the Provider and the Customer Program Manager.

*Describe the purpose of the Governance Plan and provide an overview of the governance body (or bodies) and committees.>>*

# Business Need/Background

*<<Briefly describe the business need and background of the migration program. Provide a brief, high-level overview of the functionalities that will be migrated, as well as additional pertinent activities and the expected implementation date.>>*

# Governance Body (Or Bodies)

## Purpose

<<Explain the purpose of the governance body (or bodies) and define key governance objectives.>>

## Composition

<<Include a list of governance body leadership and membership.>>

|  |  |
| --- | --- |
| Title and Office Represented | Voting Member (Yes or No) |
|  |  |
|  |  |
|  |  |
|  |  |

**Table 1: Governance Body Composition**

## Roles and Responsibilities

<<Define the roles and responsibilities of different governance body members, including the chair, membership, and non-voting advisors.>>

## Operations

<<Define meeting cadence and communications, including the frequency and location of meetings, meeting format and participants, and pre- and post- meeting communications.>>

### Decision Rights and Escalation Criteria

<<Describe the roles and responsibilities regarding who can make what types of decisions. Typically, decisions should be made at the lowest level possible. Describe the criteria for how risks, issues, and decisions are escalated based on schedule, cost, scope, and timeliness thresholds.>>

### Voting Mechanisms

<<Describe the procedures for how decisions will be made, including who has voting membership, how quorums are established, and how decisions are made within the governance body, (e.g., is the decision made based on the majority or executive sponsor).>>

### Communications

<<Define communication activities for pre-, during, and post-meeting agendas, materials, invitations, meeting minutes, action items, and disposition of decisions.>>

# Appendix A: Key References

*<<Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.>>*

Table below summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| Document Name | Description | Location |
| *<<Document Name and Version Number>>* | *<<Document description>>* | *<<URL to where document is located>>* |
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**Table 2: Key References**

# Appendix B: Key Terms

Table below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

|  |  |
| --- | --- |
| Term | Definition |
| *<<Insert Term>>* | *<<Provide definition of term and acronyms used in this document>>* |
|  |  |
|  |  |

**Table 3: Key Terms**