

Project Mandate

Project Identification

The proposed governance structure and location for this project is:

Programme:	< programme that the project is a part of (if applicable)>
Project:	< project name>
Governance Owner:	<Senior Manager responsible for the project>
Project Sponsor:	<The manager with ultimate responsibility for benefit delivery>
Project Manager:	<The person with the authority to run the project on a day-to-day basis>

Version control

Date	Version	Author	Comments

Sign- off panel

Name	Role	Signature/ Date
	Governance Owner	_____ _/___/___
	Project Sponsor	_____ _/___/___

Associated Documents

For further information about the proposed project, please refer to:

List the documents associated with the proposed project e.g. the business case, background papers, specification documents

About this document

The purpose of this Project Mandate is to:

- Outline the foundation for the project
- Describe what the project is required to achieve, including business outcomes and project outputs
- Authorise the project initiation

Background

Briefly explain the problem or why the project is needed to give the context for the project.

Objectives

The objectives of the <project name> are to:

- No more than six, preferably less than three

Initial Business Case

Expected benefits

What are the business reasons for the project?

- Explain how the project supports business strategy, plans or programmes
- Outline the expected project outcomes, not outputs i.e. the benefits the business will experience post completion of the project.
- Reference the business case if applicable.

Expected costs

What are the expected costs for this project?

- Consider capital and operational costs, and when the costs are expected to be incurred (i.e. same or different financial years)

Expected risks

What are the risks that relate to this project?

- Briefly outline each expected risk

Interfaces

This project is related to and may impact on or be impacted by the following activities:

- Other projects
- Business as usual activities

Key Relationships

Who are the key relationships for this project? Consider these at two levels:

- Customers, users, suppliers
- Specific interest groups such as other government departments, Maori etc.

Quality expectations

List and describe any specific quality expectations.