

Sample Project Board Terms of Reference

This is an example of what you might include in a Project Board Terms of Reference, you should amend this to reflect the specific nature of your project.

Purpose of the Project Board

The Project Board has been established to ensure the project delivers its aims and objectives within the agreed parameters. Specifically the Project Board will be responsible for:

- Agree the Project Business Plan at Stage 2 Control Point and review as appropriate
- Monitoring the progress of the project against its Key Milestones
- Providing directional and strategic guidance to the Project Manager.
- Taking key directional and strategic decisions
- Monitoring project risk and issues, and provide direction where the impact falls outside project tolerance
- Monitoring project costs.
- Sign off project deliverables (i.e. agree that they are complete and meet quality expectations)
- Agree the closure of the project

Membership of the Steering Group

- Name the individuals and their role on the Project Board. You should include, as a minimum, the Project Sponsor/ Senior Responsible Owner, End User Representative and Project Delivery Representative

Structure of the Steering Group

- The steering group meetings will be chaired by NAME
- The secretarial and administrative duties including taking action notes at meetings will be undertaken by the NAME/ ROLE.
- The group will use secure email as a means of communicating to each other and receiving documentation relating to meetings.
- The chair will act as a co-ordinator at all meetings

Steering Group meetings

- Meetings will be held at least quarterly/ monthly (depending on the needs of the project).
- Meetings may be held on other occasions when deemed necessary.
- This steering group will exist until the project has been formally closed.