Project Mandate

Project Name

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| Background | Describe how the project was initiated, e.g. any previous reports, documentation etc that might impact on the development. |
| Project Objectives | Specify what is required to be achieved by the project, expressed wherever possible, in measurable terms; it is often helpful to identify separate objectives for the project itself (for example, target dates, expenditure profiles) and the project outcome (i.e. what the end-product is required to deliver during its life). |
| Scope | Outline the major areas’ functions, processes etc to be addressed during the project. |
| Constraints | Give details of any major constraints which could affect the delivery of the project, for example, restrictions on time, resources or funding. |
| Interfaces | List the relationships & contacts that will need to be established and maintained throughout the programme/project. |
| Quality Expectations | Outline the expectations of the customer in simple terms, full acceptance criteria will be worked up later. |
| Outline Business Case (reasons) | This section identifies, in outline, the anticipated financial business case for the project. Identification & quantification of benefits is the responsibility of the project owner. Quantification of costs will require input from Technical Architecture, potential vendors (where applicable) |
| Reference to any associated documents or products | Provide references to any relevant documents or resources. |
| Project Governance | Provide an indication of who will be filling the following project roles:  Executive  Senior Supplier  Senior User  Project Manager |
| Stakeholders | Provide details of the customer(s), user(s) and any other known interested parties |