

Project Board - Terms of Reference

NB: This Terms of Reference is provided as a template - please tailor as appropriate for your project.

Responsibilities of the Project Board

The Project Board is responsible for the overall direction and management of the project. It has responsibility and authority for the project as defined in the Project Brief.

At the start of a project the Board:

- Gives approval for the project to proceed via approval of the Project Brief
- Agrees with the Project Manager their role and responsibilities
- Specifies quality assurance and any other constraints
- Confirms tolerances for the project
- Scrutinises and approves Business Case
- Scrutinises and approves Project Initiation Document(s) including Benefits Management Plan
- Appoints Project Assurance role
- Commits resources required for the project
- Ensure appropriate communication relating to the project takes place with relevant stakeholders

During the project the Board:

- Provides guidance and direction to the project, keeping it within agreed constraints
- Reviews each stage and approve progression to next
- Approves, where appropriate, any Requests for Change
- Ensures compliance with Programme Management directives e.g. from the Programme Board (if this exists)
- Ensure appropriate communication about the project takes place with relevant stakeholders

At the end of a project the Board:

- Assures that all products have been delivered to required standards (Acceptance Criteria).
- Approves Project Closure and Lessons Learned Report
- Notifies Programme/Portfolio Governance of project closure
- Approves Post-Project Review Plan
- Ensures appropriate communication about the project takes place with relevant stakeholders.

Membership

Membership of the board is restricted to those fulfilling the specific project roles shown in the table below. On occasions, other individuals may be invited to attend meetings to provide specific information to support the Project Board's decision-making.

Name & Title	Role on the Board
Project Sponsor (usually also Chair)	
Project Manager	
Senior User	
Senior Supplier (if appropriate)	
Other Stakeholders (please state)	
<i>Optional:</i> Project Assurance [Adviser to Executive, may attend the board but is not a member]	

The individual members of the Project Board have discussed their role and responsibilities with *[NAME]*. Board members are fully aware of the responsibilities of the role as outlined in the Terms of Reference above.

Members agree to prioritise their attendance at board meetings.

Members recognise that they may delegate tasks, but the responsibilities remain with them, therefore no substitutions can be made with regard to board attendance.

Project Board meetings

1. Date of first meeting: *[DD/MMM/YYYY]*
2. Frequency of future meetings *[normally monthly]*
3. Time to be allowed: *[1hr or 1.5hr normally recommended]*
4. Action Points circulation:
[List here any individuals or groups beyond the normal project/programme reporting structures that are to be included in circulation of Action Points from meetings.]
 - *[NAME]*
 - *[NAME]*
 - *[NAME]*