<project name> Project
Steering Committee Charter

Project Name:

Prepared By:

Date:

A   Purpose of the Steering Committee

Primary Functions

The primary function of the Steering Committee is to take responsibility for the feasibility, business case and the achievement of outcomes of the <enter name of project>. The <enter name of project> Steering Committee will monitor and review the project status, as well as provide oversight of the project deliverable rollout.

The Steering Committee provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. The Steering Committee provides insight on long-term strategies in support of legislative mandates. Members of the Steering Committee ensure business objectives are being adequately addressed and the project remains under control. In practice these responsibilities are carried out by performing the following functions:

- Monitoring and review of the project at regular Steering Committee meetings;

- Providing assistance to the project when required;

- Controlling project scope as emergent issues force changes to be considered, ensuring that scope aligns with the agreed business requirements of project sponsor and key stakeholder groups;

- Resolving project conflicts and disputes, reconciling differences of opinion and approach;

- Formal acceptance of project deliverables.

Approval Responsibilities

The Steering Committee is responsible for approving major project elements such as:

- Prioritization of project objectives and outcomes as identified in the project *Business Case*;

- Deliverables as identified in the project *Scope Statement*;

- Budget, ensuring that effort, expenditures and changes are appropriate to stakeholder expectations;

- Schedule;

- Risk management strategies, ensuring that strategies to address potential threats to the project's success have been identified, estimated and approved, and that the threats are regularly re-assessed;

- Project management and quality assurance practices.

B   Steering Committee

Membership

In addition to the project sponsor as *ex-officio* member, the Steering Committee will consist of the following stakeholder members:

Name	Role	Agency
	Project Sponsor	
	Project Lead	
	Project Manager	
	Program Director	
	Member	
	Member	
	Member	
	Member	

Stakeholder members will be identified by the project sponsor.

Role of a Steering Committee member

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals at organizations committed to building professionalism in project management. Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;

- Appreciate the significance of the project for some or all major stakeholders and represent their interests;

- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;

- Have a broad understanding of project management issues and approach being adopted.

In practice, this means they:

- Review the status of the project;

- Ensure the project's outputs meet the requirements of the business owners and key stakeholders;

- Help balance conflicting priorities and resources;

- Provide guidance to the project team and users of the project's outputs;

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- Consider ideas and issues raised;
- Check adherence of project activities to standards of best practice both within the organization and in a wider context;
- Foster positive communication outside of the Team regarding the project's progress and outcomes;
- Report on project progress to those responsible at a high level, such as agency executive management groups, heads of agencies, or Governor's Cabinet; and
- Progress any whole-of-Government issues associated with the project.

C   Steering Committee Meetings

Meeting Schedule and Process

The Team will meet monthly or as required to keep track of issues and the progress of the project's implementation and on-going statewide support to its stakeholders.

The Project Sponsor chairs the Steering Committee and facilitates the Steering Committee Meeting. The Team will follow modified Roberts Rules of Order in the conduct of meetings, motions, discussion and voting.

Meeting Agenda

At each meeting, project status will be reported to the Team by the project manager using an agenda outline such as the following:

A. Introductory Items such as:

- Introductions
- Review Agenda
- Minutes from last meeting
- Review of actions arising from previous Steering Committee meetings.

B. Review Project Status

- Overall Status
  - Scope status
  - Schedule status
  - Budget status
  - Reason for deviation from green
- New issues arising since the last Team meeting
- Review and approval of project change orders
- Budget
- Milestone review
- Formal acceptance of deliverables
- Accomplishments against last meeting's plans

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- Plans for the next reporting period

- Outstanding issues, open points, project conflicts

- Specific requests for assistance of the Steering Committee

C. Consideration of other items relevant to the project

D. Review and summarize new actions from this meeting

E. Plans, date and location for next meeting