HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and includes suggestions designed to prompt the Project Manager and help in the creation of the Project Mandate. The information for the Project Mandate will be found within the SU Process of the PRINCE2 Manual. There is also a Product Description for the Project Mandate at Appendix A of the PRINCE2 Manual.

Deleting the [....] text

When the template is complete, the whole Project Mandate document can be printed and approved.

Prior to printing, you should delete all *[....]* prompt text *(in italics and blue text)*.

Saving the Project Mandate document under its own name

Save the Project Mandate document by selecting the "SAVE-AS" command; this will avoid overwriting this template. Remember to specify your own Project Directory.

Once your Project Mandate Document is completed check the document against the following Quality Criteria:

- **Is the level of authority commensurate with the anticipated size, risk and cost of the project?**
- **Is there sufficient detail to allow the appointment of an appropriate Executive and Project Manager?**
- **Are all the known involved and interested parties identified?**
- **Does the Project Mandate describe what is required for project success?**

NOTE: Remember to delete this page of instructions from your final document.

<Company Logo>

PROJECT MANDATE

<Project Name>

Date: October 27, 2008

Version: <Insert Current Version#>

Project Mandate Document History

Document Revisions

Author	Release Date	Reason for Changes	Version #	Approval
<author name>	<rel. date>	initial draft	Draft 0.1*	<name>

<u>*NOTES:*</u>

- *Signed approval forms are filed in the Management section of the project files.*
- *Drafts should be version numbered "Draft 0.1", "Draft 0.2", etc. Accepted Releases should be version numbered "1.X", "2.X", etc.*
- *This document requires the following approvals:*
  - *<List those with approval authority>*
  -

Version #	Release Date	Summary of Changes (since previous version)
Draft 0.1*	<rel. date>	

Distribution History

This document has been distributed to:

Name	Title	Company	Distribution Date	Distributed Version #
<recipient's name>	<recipient's title>	<Company Name>	<date sent>	<version # sent>

<u>*NOTES:*</u>

- *This document is only valid on the day it was printed.*
- *The document source is located at <document address>, on the project server.*

Table of Contents

1. Purpose

[The information in the Mandate will trigger the Starting Up a Project (SU) process. It should contain sufficient information to identify at least the Project Board Executive leader indicate the subject matter of the project. The information from the Project Mandate will be used to create the Project Brief.]

[The Purpose will provide a brief overview of the purpose of the project and provide enough of a description to complete the following sections. If information to complete the following sections is not available, state that it is unavailable and state the person accountable and schedule for completion.]

< compose a brief summary as describe above.>

2. Authority Responsible

[State the Authority responsible for approving the project budget/cost projections and planned resources.]

3. Background

[Explain the context of the project and what it was that suggested the need for it – the business change or business requirement. State whether the project will be a stand-alone activity to fulfil a particular business requirement or whether it is part of a bigger programme.]

4. Project Objectives

[Explain what the project is trying to achieve by stating its objectives which should be measurable and defined in terms of the projects major deliverables, effort, cost, tolerances and business benefits expected. State the objectives following the SMART formula (Specific, Measurable, Attainable, Reasonable, and Timely).]

5. Scope

[Describe the major deliverables of the project along with specific products, which are NOT part of the project. State the major schedule milestones. Describe the major dependencies (which impact the project) and interdependencies, which will exist after implementation.]

6. Constraints

[Describe the known constraints of the project, e.g. there may be constraints on the amount of resources available to the project or the location of the project team.]

7. Interfaces

[Describe any interfaces with the project both internal and external to the organisation including any links to other projects or programme(s) of projects.]

8. Quality Expectations

[Describe the customer's Quality Expectations with reference to the relative importance of schedule, budget, and quality of the product so that future decisions are based on factors which are paramount to the project's success Describe whether the customer expects compliance with a specific quality standard, i.e., ISO, Baldridge, Demming, etc.]

9. Business Case Summary & Outline

[State the business reason(s) and justification for doing the project (follow the Business Case outline).]

10. Associated Documents

[Make reference (include location and title and author of the document) to any other earlier work that may include useful information, such as an estimate of the project size and duration, a view of the risks faced etc]

11. Proposed Executive and Project Manager

12. Customers and Users

[Include the names of all known users, customers and any other project stakeholders which may be involved in or interested this project.]

13. Other Information

[If the Project Mandate is based on earlier work or an earlier project, there may be other useful information. For any referenced information, include the document name, location, author, final version, and final version date.]