|  |
| --- |
| Company Name |
| Programme Definition  |
| [Type name of programme] |

Place your company logo here

|  |
| --- |
| Insert name of document authorSelect date |

Page left intentionally blank

**Document History**

|  |  |
| --- | --- |
| Owner: |  |
| Location: |  |
| Status |  |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Revision Date | Change Summary | Author |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Approved by | Position | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Distribution**

|  |  |  |
| --- | --- | --- |
| Version | Distributed to | Date Issued |
|  |  |  |
|  |  |  |
|  |  |  |

Page left intentionally blank

Table of Contents

[1. Programme ID 7](#_Toc352322951)

[2. Programme Description 7](#_Toc352322952)

[3. Programme Objectives 7](#_Toc352322953)

[4. Executive Summary 7](#_Toc352322954)

[5. Context and Justification 7](#_Toc352322955)

[6. Critical Success Factors 7](#_Toc352322956)

[7. Vision Statement 7](#_Toc352322957)

[8. Blueprint Summary 7](#_Toc352322958)

[9. Organisation 7](#_Toc352322959)

[10. Governance 7](#_Toc352322960)

[11. Current Situation 7](#_Toc352322961)

[12. Delivery Strategy and Timescales 8](#_Toc352322962)

[13. Quality and Assurance 8](#_Toc352322963)

[14. Outcomes 8](#_Toc352322964)

[15. Key Risks and Issues 8](#_Toc352322965)

[16. Projects 8](#_Toc352322966)

[17. Stakeholders 8](#_Toc352322967)

[18. Documentation 8](#_Toc352322968)

[19. APPENDIX: Definition Documents (multiple) 8](#_Toc352322969)

Page left intentionally blank

# Programme ID

*Insert the unique identifier for this programme*

# Programme Description

*Insert a brief description of the programme (this can been taken from the Programme Brief)*

# Programme Objectives

*Set out the programme’s strategic objectives. These may be based on corporate strategic and policy objectives (this can be taken from the Programme Mandate)*

# Executive Summary

*Include a summary of the programme’s definition (drawing from the range of documents that collectively define the scope, boundaries, content and governance of the programme)*

# Context and Justification

*Briefly explain why this change initiative is needed, including the context and origin or source of the requirements*

# Critical Success Factors

*Set out the Critical Success factors (CSFs) for the programme and indicate how success will be measured*

# Vision Statement

*Set out the Vision Statement for this programme.*

# Blueprint Summary

*Set out a high-level summary/overview of the contents of the programme Blueprint or target operating model).*

# Organisation

*Describe the Organisation Structure for the programme, the key roles and who will fill them.*

# Governance

*Summarise the Governance arrangements (strategies) that will be used by the programme*

# Current Situation

*Describe the current situation (before the programme starts)that will be subject to change by the programme*

# Delivery Strategy and Timescales

*Summarise the overall programme plan and explain the key phases/tranches and what they will deliver*

# Quality and Assurance

*Describe the activities that will address the programme’s quality and assurance management*

# Outcomes

*Describe the outcomes to be achieved through implementation of the programme’s new capabilities*

# Key Risks and Issues

*Identify the key risks and Issues to be addressed by the programme*

# Projects

*Summarise the projects that will be included in the programme, including existing projects. Note any projects that will be stopped if the programme proceeds*

# Stakeholders

*List the key stakeholders who have an interest in or influence on the programme and how the programme will engage with them*

# Documentation

*Describe how the work of the programme will be documented and how documents will be managed and controlled (configuration managed)*

# APPENDIX: Definition Documents (multiple)