|  |
| --- |
| Company Name |
| Programme Organisation Structure |
| [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](#_Toc352323053)

[2. Programme Description 7](#_Toc352323054)

[3. Organisation Structure 7](#_Toc352323055)

[4. Role Descriptions 7](#_Toc352323056)

[5. Professional Development 7](#_Toc352323057)

Page left intentionally blank

# Programme ID

*Insert the unique identifier for this programme*

# Programme Description

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

# Organisation Structure

*Describe the Organisation Structure for the programme. Include an organisation chart.*

# Role Descriptions

*Describe the terms of reference and key responsibilities of those occupying the key roles.*

* 1. **Sponsoring Group**
	2. **Programme Board**
	3. **Programme Manager**
	4. **Business Change Manager(s)**
	5. **Change Team(s)**
	6. **Additional Roles**

*Include any additional roles required for the programme organisation, including any functional, specialist, technical or assurance roles*

# Professional Development

*Describe how those occupying the key roles will be developed and supported, including training, expert mentoring/coaching etc, where appropriate*