



Document type: Example

(Removable front sheet)

WARP project board - terms of reference

(V1.0) June 2004

Keywords

[WARP, Board, Terms of Reference]

Important notice

This example document summarises the terms of reference used by one of the early WARPs. It can be used as a basis for defining the responsibilities of a WARP Project Board.

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WARP Project Board

Purpose

The Board is ultimately responsible for assuring that the <enter WARP name> WARP project remains on course to deliver the desired outcomes of the required quality to meet the objectives outlined in the Action Plan.

Terms of Reference

1. Monitor the progress of the project against the identified milestones and deliverables;
2. Provide a Quality Assurance role for the project – ensure that deliverables meet the agreed quality criteria;
3. Management of project changes;
4. Provide overall guidance on the direction of the project, ensuring it remains within the specified constraints;
5. Review each completed stage of the project and approve progress to the next;
6. Review and approve project stage and exception plans;
7. Approve end of project report, lessons learned report and post project review plan;
8. Monitor project resources.