Governance Checklist Template

Use this checklist to ensure your project has a clear governance structure in place. This includes defining decision-making authority, escalation paths, meeting timelines, and accountability — especially important in projects involving external funding or oversight. Strong governance helps ensure compliance, avoid project drift, and keep key stakeholders aligned and informed.

☐ Have you clearly identified the Project Sponsor or Board contact?

☐ Is there a written Project Charter or scoping document?

☐ Are roles and responsibilities clearly defined (e.g., who approves budget, scope changes)?

☐ Have decision-making thresholds been established (e.g., what can be approved without escalation)?

☐ Is there a governance timeline (e.g., monthly meetings or checkpoint reviews)?

☐ Have you documented the process for escalating issues or risks?

☐ Is progress being reported regularly (e.g., through dashboards or status updates)?

☐ Are key governance documents stored and accessible (e.g., shared drive or cloud folder)?

☐ Is there a wrap-up or closure process with final reporting, evaluation, and knowledge transfer?