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This is a **FREE** "Project Mandate Template" provide by  
PMadvice.

Website: [www.PMadvice.co.uk](http://www.PMadvice.co.uk)

This is one appendix item taken from the PMadvice book

**"PMadvice – Training & Coaching IT Programme &  
Project Managers"**

**ISBN: 142516009-3**

Buy Book: <http://www.trafford.com/07-2722>

We hope you find this template useful. The PMadvice book  
is your chance to get 20 years experience at your finger tips,  
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**Appendix D – Project Mandate Template**

**THE MUST HAVE BOOK  
for IT Programme & Project Managers**

Author: Ian Tomkins, IT Programme Manager

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## Appendix - D: Project Mandate - Template

These are the headings that you would expect to find in this type of document.

Training & Coaching IT Programme & Project Managers

### First section/page: Title Page

- Project name
- Version number
- Date
- Author
- Owner/Sponsor

### Second section/page: Document History

- Document location
- Other relevant documents
- Revision history
- Sign-off list
  - Name
  - Signature
  - Date
  - Version
- Distribution list
  - Name
  - Date
  - Version
- Owner/Sponsor

### Third section/page: Project Overview

- Table of contents
- Document objective
- Authority responsible
- Background
- Project objectives
- Scope
- Constraints
- Interfaces
- Quality expectations
- Outline Business Case (reasons)
- Project tolerances
- Reference to any associated documents or products
- Indication of Project Executive and Project Manager
- Customer(s), user(s) and any other known interested parties

**Note:** For an explanation of each heading, purchase the PMadvice Book, which covers the entire project lifecycle, providing more valuable templates, guides, worked examples, management skills, troubleshooting and much more.

Author: Ian Tomkins, IT Programme Manager