



# pmadvice

This is a **FREE** "Terms of Reference Template" provide by  
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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>

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**Appendix G – Terms of Reference (ToR)  
Template**

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

Author: Ian Tomkins, IT Programme Manager

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## Appendix - G: Terms of Reference (ToR) - 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
- Project Objectives
- Scope
  - In Scope
  - Out of Scope
- Constraints
- Interfaces
- Roles
- Reporting
- Method
- Deliverables
- Success Criteria
- Assumptions
- Dependencies
- Key Milestones
- Costs
- Document details
- Circulation

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**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.

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