

How to include **Governance** in your ↳ *Statement of Work.*

Governance is the delivery approach that you are going to take for your project or service. It's the metrics, measures of success, and meetings. It is often managed by the project management team.

BEFORE YOU WRITE THE STATEMENT OF WORK



Understand the **Risks**.

To design right-sized Governance you need to understand more about what could go wrong with your project.

Ask yourself the following questions:

- What are the ways this project could go wrong?
- How important is the work that needs to be done?
- What controls need to be put in place to ensure the project is delivered successfully?
- How can you ensure early visibility of things going wrong?

WHILE YOU WRITE THE STATEMENT OF WORK



Balance your *sizing*.

When including Governance in your SoW, make sure it matches the risks involved. More important and complex projects need the appropriate level of governance to ensure key stakeholders are updated and risks are mitigated. If you're just buying pencils, reduce governance to ensure efficiency.



Include a *Governance* **Table**

To ensure that all stakeholders agree how and when work will be reviewed, add a Governance Table to your SoW. This includes a list of regular meetings and reports, their description, and who will attend or read them.

Little tip: after the SoW is signed, make sure to add the governance meetings and reports to everyone's calendars!