[COMPANY OR PROJECT LOGO]

PROGRAM VISION STATEMENT

VERSION CONTROL

Version	Change Description	Modified By	Date

RELATED DOCUMENTS

Document	Description	Location

DISTRIBUTION AND APPROVALS

Name	Role	Approval	Approval Date
	Steering Group		
	Program Sponsor		
	Program Manager		
	Key Business Leads		

TABLE OF CONTENTS

OVERVIEW

*<This document is designed to communicate the end goal of the Program. It encapsulates our understanding of the **[company name]** current and future business requirements. It will form the basis for the outcomes and delivered benefits for the program.>*

BUSINESS CONTEXT (CURRENT STATE)

<Provide an overview of the current state of the companies business. This might be well supported by a simple architecture diagram and/or organization chart>

BUSINESS GOALS

<Document the goals that the company wants to achieve. These should be specific for the company rather for example 'become world leader in the provision of x'.>

PROGRAM VISION (FUTURE STATE)

<Describe how the companies organization will look, feel, operate, respond once their vision is achieved. This can be thought of as an artists impression of the desired future state. For example:

"A Company will be the world leader in fashion retail. Seen as a trailblazer in both innovation and design they lead the world in quality affordable fashion. Their staff are highly knowledgeable and highly loyal. Their award winning customer service department is recognized as a the best of breed and their COO is regularly requested to speak at conferences and seminars within the industry" >

CONSTRAINTS AND LIMITATIONS

<Exclusions or constraints that will apply to this program of work e.g. x 3rd party systems must be in place, product upgrades must be completed etc.>

HIGH LEVEL PROGRAM SCOPE

<A high level view of what the program may deliver. If possible a deliverable or project list.>

DOWNLOAD MORE PROJECT TEMPLATES

Microsoft Project Plans – real world project plans in Microsoft Project.

Project Management Templates – FREE project management templates in Word and Excel

Stakeholder Management Templates

Flowcharts to download in Visio and PDF

Risk Register in Excel – download immediately

Work Breakdown Structure Excel template

Work Breakdown Structure (WBS) FREE examples to download immediately.