Project Performance Commitment

Project Name:	
Project Sponsor:	
Project Manager:	

Purpose

This document documents an agreement on project delivery performance targets between the Project Sponsor and the Project Manager.

- It establishes targets in three areas: scope, schedule, and resources/budget.
- The document specifies the degree of variance that both the Project Sponsor and the Project Manager agree is acceptable for each target. It is understood that if the allowed variance is exceeded, the Project Sponsor may call for a formal project review.
- Commitment to these targets is obtained from Project Sponsor, Project Manager, Project Oversight Board and project team members.
- Commitments are established for:
  - The project as a whole
  - Specific bodies of the work within the project

Instructions

The Project Manager should create this document during the project planning process and gain approval at the time that project baselines are set. For approval, signatures should be obtained from the following: Project Manager, Project Sponsor, key project stakeholders (as needed) and, for major projects, an authorized person from the Project Oversight Board or equivalent. Initials or a written statement of agreement, e.g. via email, must be obtained from key project team members (e.g. team leads) to complete the document. The Project Manager should update this document to reflect approved change requests in time for gate reviews.

The Project Manager is responsible for maintaining this document. Any changes to the Special Commitments section must be signed off by both Project Manager and the person leading that specialized effort. Both the Project Manager and specialized effort team lead are responsible for ensuring that the Special Commitments are aligned with Overall Project Commitments.

 = Inline help. Mouse over symbol to see help text.

Note: In this sample document inline help is displayed to the right of template text.

Two of six pages are provide for evaluation.

1. Overall Project Commitments

This section includes the targets and allowed variance for each of the following aspects of the overall project:

- **Scope**: List of key deliverables (e.g. service features, process improvements or organizational changes) that this project will deliver.   If available, the signed Scope Statement is referenced as the project scope baseline.
- **Schedule**: List of the scheduled dates for project reviews. If available, the approved schedule is referenced as the project time baseline.
- **Resources/Budget** includes:
  - List of the core members of the project team. If part of the work will be done by one or more vendors, names are provided. If available, the current resource plan is referenced.
  - Total project budget. If available, the signed budget document is referenced as the project budget baseline.

Scope			
Link to approved Scope Statement: 📖	LINK		
Description of Major Scope Items 📖	**Target 📖**	**Variance 📖**	**Assumptions/ Comments 📖**
1.			
2.			
3.			
4.			

Schedule			
Link to approved Project Schedule: 📖	LINK		
Planned Project Duration: 📖	**Variance: 📖**	**Assumptions/ Comments 📖**	
nnn days	+/- %		
Gate Reviews 📖	**Target Date 📖**	**Assumptions/Comments 📖**	
Plan Commit 📖			
Design Review 📖			
Rollout Review 📖			
Transition Review 📖			

A portion of this template is provided for your review and evaluation

The complete template is available at www.cvr-it.com

Comment [.1]: If available, reference the signed Scope Statement as the project scope baseline.

Comment [.3]: Wherever possible, quantify scope targets (e.g. specify key quality targets, number of items, etc.)

Comment [.4]: Indicate the degree of variance permitted for each scope item. If this does not apply, use N/A.

Comment [.2]: List the key deliverables (e.g. service features, process improvements or organizational changes) that this project will produce.

Comment [.5]: As applicable, record key assumptions and constraints that apply to each scope item.

Comment [.6]: If available, reference the approved Schedule as the project schedule baseline.

Comment [.7]: Enter the planned duration of the project in days, starting with the date of project approval and ending with the date of Transition completion (i.e. Transition Accept approval).

Comment [.8]: Use +/- nn% to indicate the maximum acceptable variance of project duration. Variance beyond this amount may trigger a project review.

Comment [.9]: As applicable, record key assumptions and constraints that apply to project duration.

Comment [.10]: Gate Reviews are formal reviews of the project timed to occur at the end of each project phase. They give management an opportunity to determine if the project is ready to move forward, and ensure that it is on track for delivery of the intended Business Value.

Comment [.11]: Provide the planned date for each gate review

Comment [.12]: As applicable, record key assumptions and constraints that apply to each gate review.

Comment [.13]: Plan Commit occurs at the end of project planning, when baselines are set.

Comment [.14]: Design Review occurs when design work has been completed and is used to ensure that there is sufficient basis for construction/build to begin.

Comment [.15]: Rollout Review occurs just before deployment to the customer, and is used to ensure that transition will go smoothly.

Comment [.16]: Transition Review occurs upon completion of deployment and is used to ensure that deliverables are being used