**Governance Framework**

**5.1 Governance Structure**

* **Project Steering Committee**  
  Comprised of senior stakeholders and sponsors, responsible for strategic decisions, funding approvals, and conflict resolution.
* **Project Management Office (PMO)**  
  Provides oversight, monitors progress, ensures adherence to standards, and facilitates communication.
* **Technical Advisory Board**  
  Experts overseeing technical architecture, security, and compliance.

**5.2 Roles & Responsibilities**

| **Role** | **Responsibilities** | **Authority Level** |
| --- | --- | --- |
| Project Sponsor | Approve budgets and scope, provide strategic direction | High |
| Project Manager | Day-to-day management, coordination, risk and issue management | High |
| Steering Committee | Oversight, guidance, conflict resolution | High |
| Technical Lead | Technical decisions, architecture, quality control | Medium |
| QA Lead | Quality standards enforcement and testing oversight | Medium |
| Change Control Board | Evaluate and approve/reject change requests | Medium |

**5.3 Meeting Cadence and Reporting**

* Steering Committee Meetings: Monthly
* Project Team Status Meetings: Weekly
* Technical Advisory Meetings: Bi-weekly
* Risk and Issue Reporting: Weekly

**5.4 Decision-Making Process**

* Decisions affecting scope, schedule, or budget require Steering Committee approval.
* Technical decisions made by Technical Lead with advisory board input.
* Change requests reviewed by Change Control Board before implementation.