

**Project Sponsor “Contract” Template**

*The relationship between PM and sponsor is critical to the success of the project, and yet it frequently fails to deliver what either side needs. A lack of sponsor engagement is frequently cited as one of the major reasons for project failure, and many sponsors will complain that project managers don’t provide them with the level of information that is required to make meaningful decisions.*

*This template is intended to provide a framework to document the relationship between these two critical roles. I am calling it a contract, but it should be seen as a mutual commitment to how both roles will act in order to maximize the likelihood of success on the project. Feel free to modify/add content as necessary to make this yours – the benefit is not in the specific wording, but rather in the commitment that both the sponsor and the PM make.*

**<Fill in name>** (the sponsor) and **<fill in name>** (the project manager) both recognize that the success of the **<fill in name>** project depends on their mutual commitment to success. Sponsor and project manager agree that they will work together to maximize the chances of success and will always respect one another and all project team members. Specifically, they agree that:

* Sponsor and project manager will meet in person at least **<fill in variable>**.
* Sponsor and project manager agree to share all information with one another.
* All communications between sponsor and project manager will be confidential unless otherwise agreed by both parties.
* Communication will be in person or over the phone wherever possible, written status updates only providing support information.
* Project manager will always provide full and honest disclosure of project information as soon as possible.
* Project manager will present alternative options and request decisions whenever sponsor decisions are needed.
* Sponsor will commit to making a decision within **<fill in variable>** days of project manager making request.
* Sponsor will communicate all changes/updates to project manager within **<fill in variable>** hours of becoming aware.
* Sponsor will attend full project team meetings at least **<fill in variable>**.
* If either sponsor or project manager has concerns about performance of the other, they will express those concerns directly and professionally in a timely manner. Both parties will discuss objectively and agree on a resolution plan.
* If either party is unable to meet one or more terms within this contract, they will communicate that immediately along with an explanation.

Signed,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Sponsor*  *Project Manager*

Date: Date: