# DOCUMENT INFORMATION SHEET

Title: Mission Statement

Subject: Name the Team

Date: [Publish Date]

Author: Author Name

Job Title: What is your job title?

Department: What is your department?

Phone: What is your contact phone number?

Email: What is your contact email?

Version: 1.0 *[tip: Use small increments (1.1., 1.2 etc.) for minor changes and larger increments for major changes (2.0, 3.0, etc.)]*

Status:

# DOCUMENT NOTES

**Mission Statement Purpose:**

The purpose of this “Mission Statement” is to document a high level “mission” for a project team, workgroup or committee, to establish shared expectations in a single, concise communication.

**Document Control:**

Use this space to record notes and information regarding Mission Statement preparation and version control. Add rows to the table to make additional entries.

|  |  |  |  |
| --- | --- | --- | --- |
| **Entry #** | **Date** | **Version** | **Notes** |
| **1** |  | 1.0 | The first draft of the Mission Statement is created. |

# MISSION DETAILS

**Part 1: The Project**

Provide a brief description of the project covered by this mission statement:

* Project Purpose (what will be accomplished?)
* Project Goals and Objectives
* Key Stakeholders
* Primary Deliverables
* Planned Start and End Dates
* Estimated Costs
* Value and Visibility

**Part 2: The Team**

Provide a brief description of the roles and responsibilities of this team/workgroup/committee in the subject project.

* Team Role (management, technical, administrative, etc.)
* Primary Responsibilities
* Organizational Structure
* Reporting Relationships
* Level of Authority
* Level of Autonomy
* Expected Duration (how long will this team, workgroup or committee need to exist and operate?)

Part 3: The Mission

Describe the planned mission for this team/workgroup/committee. *Tip: Mission Statement content should set measureable expectations relating to the quality and consistency of the following mission “variables”:*

* *Planned Results/Deliverables.*
* *Timeliness.*
* *Adherence to Standardized Practices.*
* *Cooperation.*
* *Communication.*
* *Leadership.*
* *Conflict Resolution.*
* *Problem Resolution.*

*Example: “Mission” variables assigned to a Project Steering Committee:*

* The *Name the Team* will provide strategic oversight for the subject project.
* The *Name the Team*  will be responsible to maintain project focus and direction, ensuring that the project stays on track, according to defined goals, requirements and deliverables.
* The *Name the Team*  will strive to resolve conflicts and make informed decisions regarding changes to project scope and deliverables.
* The *Name the Team*  will provide management support, direction and advice to the project manager and the project team.
* The *Name the Team*  will monitor project progress and respond to problems as needed.
* The *Name the Team*  will take all authorized actions to ensure that the project remains aligned with changing business circumstances and objectives.

# END OF MISSION STATEMENT

**Part 4: Approval**

Name: Who is approving this Mission Statement?

Title: What is that person’s title?

Department: What is that person’s department?

Contact Phone: What is that person’s contact phone?

Contact Email: What is that person’s contact email?

Date: