

Transformation PMO Charter Template

A template for defining PMO purpose, scope, cadence, decision rights, RAID management, dashboards and benefits tracking for transformation programs.

How to use this executive resource

Use this document as a working aid in a leadership, diagnostic, roadmap or advisory discussion. Capture current-state observations, gaps, decisions, owners and immediate next steps before initiating a larger implementation or transformation program.

Core sections

- Program scope and executive sponsorship
- Governance cadence and decision forums
- RAID, dependency and escalation model
- Dashboard and benefits realisation metrics
- Change, adoption and communication routines

Area	Current evidence	Gap / risk	Owner	Next step

Recommended 30-60-90 day conversation

First 30 days: Clarify the business problem, current-state baseline, owners, available data and immediate quick wins.

Next 60 days: Run the focused diagnostic or workshop, define target-state operating model, prioritise initiatives and create governance cadence.

Next 90 days: Launch controlled pilots or execution waves, track adoption, review benefits and refine the roadmap.

Scope note

This resource is intended for business-readiness and planning conversations. Legal, tax, regulatory, valuation, investment, data-protection and sector-specific compliance advice should be obtained from appropriately qualified professionals where applicable.