

Governance Toolkit for Global Initiatives



Project & Program Management

- Define a **project sponsor** and project manager.
- Use lightweight PM tools (Asana, Trello, Monday.com).
- Document scope, objectives, and deliverables in a simple charter.
- Hold weekly check-ins with key stakeholders.

- Establish a **Global PMO** or steering committee.
- Use portfolio management tools (Planview, MS Project servers, Smartsheet Control Center).
- Standardize reporting dashboards (KPIs, risks, milestones).
- Align with enterprise-wide strategy and shareholder expectations.

Risk Management

- Maintain a project risk log (Excel, Wrike, or SmartSheets).
- Assign owners for each risk and issue.
- Review risks bi-weekly with the project team.
- Develop mitigation plans for top 3 critical risks.

- Create a global **regulatory checklist** (data privacy, labor, tax laws).
- Maintain a centralized risk register across all regions.
- Assign risk owners in each geography.
- Review geopolitical risks quarterly.

Communication & Collaboration

- Agree on primary communication channel. (Teams, Slack)
- Share project documents in one central location. (Google Drive, SharePoint)
- Send meeting notes and action items after every check-in.
- Celebrate small wins to keep teams engaged.

- Define global communication protocols (Slack, Teams, Zoom).
- Create a structured knowledge base (Confluence, SharePoint).
- Rotate meeting times fairly across time zones.
- Use translation and localization services for key updates.

Metrics & Performance

- Track deliverables against the project plans.
- Measure success using 2-3 KPIs (On-time delivery, budget variance, stakeholder satisfaction)
- Capture lessons learned at project closeout.

- Measure global KPIs (Time-to-market, ROI, cost savings, market entry success).
- Build dashboards for real-time tracking.
- Conduct quarterly benefits realization reviews.
- Document lessons learned in a global repository.



Governance Toolkit for Local Enterprise Projects