

Shared Services Governance Structure

Date: [Insert Date]

To: [Recipient Name]

From: [Sender Name]

Subject: Shared Services Governance Structure Overview

Dear [Recipient Name],

I am writing to provide an overview of the governance structure for our shared services initiative. This framework is designed to ensure efficient operation, accountability, and effective decision-making across all shared services functions.

1. Governance Framework

The governance structure consists of the following key components:

- **Executive Oversight Committee:** Responsible for strategic direction and alignment with business objectives.
- **Operational Management Team:** Oversees day-to-day operations and service delivery.
- **Process Improvement Board:** Focuses on continuous improvement and optimization of shared services.

2. Roles and Responsibilities

Each component of the governance structure has defined roles and responsibilities:

- **Executive Oversight Committee:** Sets priorities, allocates resources, and monitors performance.
- **Operational Management Team:** Implements policies, coordinates activities, and manages staff.
- **Process Improvement Board:** Identifies improvement opportunities and coordinates implementation efforts.

3. Communication and Reporting

Regular communication and reporting mechanisms will be established to ensure transparency and engagement at all levels of the organization:

- Monthly progress reports to the Executive Oversight Committee.
- Quarterly reviews by the Process Improvement Board.

- Annual assessments of the governance structure and shared services performance.

We believe that this governance structure will play a pivotal role in the success of our shared services initiative. Should you have any questions or require further clarification, please do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Position]

[Your Organization]