|  |
| --- |
| Project Team Roles |
| Prepared by: [Project Manager] |

# Sponsor

The Sponsor has the authority to secure the necessary resources and act as vocal champion, legitimizing project’s goals and objects and is the decision maker for project.

* Responsible for securing authority and resources for the project.
* Communicates and legitimizes goals and objectives
* Participates leads initiation of project and Project Charter
* Participates in high level planning such as the development of initiation plan and scope
* Signs off on major deliverables, approvals to proceed to each succeeding project phase.

# Project Manager

The Project Manager (PM) is responsible for the successful planning, execution, monitoring, control and closure of a project.

* Responsible for adhering to guidelines and standards established by the PM Lead / PMO
* Define the Scope of this Implementation
* Coordinate the presentation of issues and change orders to the sponsor for prioritization and resolution.
* Communicate project status to stakeholders as identified in the communication plan
* Raise project issues and risks, as well as quality and scope deviations and escalate as necessary
* Document the status and project metrics as required by the charter.
* Oversee the implementation of the project with regard to time, budget and quality
* Manage the project with the collaboration of the project leads
* Review Project Team Documentation for completeness and quality

# Project Team

Team members can come from many areas of the University or external partners.

The role of the project team is to actively participate in planning. The project team is focused on ensuring that the project goals and expectations are met on time, within budget and expected quality. The team works together and effectively communicates with each other to move the project forward. If one task area of the team is not able to perform their task or falls behind schedule, it is important they inform all other team members down the line as it will also likely affect their timelines.

Team roles may include: Technical and Functional Leads, analysts such as program, business and technical analysts, data specialists, internal and external consultants, subject matter experts, trainers, testing team, DBAs, etc.

## Functional, Technical Communication Leads

* Provide expertise on the overall processes (business, technical communication) around which the project is focused and provide needed expertise in those areas
* Provide direction to resources on managing day-to-day activities and adhering to project deliverable due dates
* Participate actively in the development of the assigned team task lists (in conjunction with the Project Manager) within project scope schedule and cost
* Consult and mentor assigned resources concerning methods, procedures, and standards to be used during requirements definition, design, development, and testing phases of the project
* Participate actively in all phases of the project including planning and analysis, design, development, testing and implementation, related to their area of expertise
* Participate actively in the development of the team task lists (in conjunction with the Project Manager) within project scope schedule and cost
* Help identify change barriers within the business areas and provide two-way communication
* Communicate issues and status information to the Project Manager concerning activities and task progress
* Be available for the indicated percentage of their time allotted for the project
* Ensure technology practices adhere to university strategic technology vision
* Oversee project task execution and completion.

## Project Team (other than Leads)

* Actively participate in the planning of project tasks
* Raise issues, concerns, road blocks and other communications to the team leads
* Accountability for completing project work as scheduled and letting team leads know as soon as possible when a task will take longer than anticipated.
* Be available for the indicated percentage of their time allotted for the project