

Project Team Roles and Responsibilities

Project Role	Responsibilities
<p>Project Sponsor</p>	<p>The Project Sponsor can be a person, or a group, that provides resources and support for the project and is accountable for enabling the success of that project.</p> <p>The Project Sponsor acts as a vocal and visible, champion, legitimizes the project’s goals and objectives, keeps abreast of major project activities and is a decision-maker for the project. The Project Sponsor provides support for the Project Manager or Project Lead and assists with major issues, problems, policy conflicts and obstacle removal.</p> <p>Specific responsibilities of the Project Sponsor:</p> <ul style="list-style-type: none"> ▪ Acts as a liaison to executive groups and stakeholders ▪ Provides necessary authority to the Project Manager or Project Lead to run the project ▪ Reviews and approves the Project Charter, Scope and Change Requests ▪ Ensures necessary staffing and funding resources are allocated for the project ▪ Provides critical information and direction to the team as appropriate ▪ Provides direction and guidance to the project ▪ Provides ultimate decision-making authority for the project, including whether it should proceed, be cancelled, or be put “on hold” at any point in the project lifecycle ▪ Assists with issue resolution and escalates as necessary
<p>Project Manager/Lead</p>	<p>The Project Manager or Project Lead is the person responsible for ensuring that the project objectives are achieved within the constraints of the budget, schedule, and scope. The holder of this role also must exhibit leadership qualities and employ interpersonal skills when working with teams and stakeholders.</p> <p>Specific responsibilities of the Project Manager/Lead:</p>

	<ul style="list-style-type: none"> ▪ Initiates, plans, executes and monitors the project throughout the lifecycle of the project activities. ▪ Works collaboratively with the Project Sponsor to ensure that all project related decisions are aligned with company policy and strategy. ▪ Leads the project team to ensure that the issues are being resolved and tasks are being completed, and that team members are participating and performing assigned tasks. ▪ Develops plans to monitor the budget, risk, change control, quality measures and metrics, implementation planning and change management needs for the project. ▪ Coaches and mentors project team members to build the skills necessary for creative problem solving, decision-making and strategic thinking within the context of the project. ▪ Identifies, understands and documents stakeholder needs and expectations with respect to the project deliverables. ▪ Establishes a comprehensive communication plan that incorporate all stakeholders, and their communication needs to ensure transparency in all project activities.
<p>Technical Lead</p>	<p>The Technical Lead manages the Information Technology (IT) team that develops the technical components of the project.</p> <p>Specific responsibilities of the Technical Lead:</p> <ul style="list-style-type: none"> ▪ Collaborates with the Project Manager/Lead to secure and manage the required IT resources ▪ Uses technology expertise and experience to support project effort with respect to the project deliverables ▪ Participates actively with project planning efforts including those related to scope, risk identification, stakeholder analysis, communication, quality management, and change management ▪ Manages the IT requirements, systems design and development activities as required for the project effort. ▪ Works collaboratively with outside technology vendors to ensure an effective, and appropriate, solution has been identified for the project deliverables
<p>Business Analyst (BA)</p>	<p>The Business Analyst (BA) partners with the</p>

	<p>Project Manager/Lead. The BA acts as a liaison to the stakeholders to help communicate the current business processes, defined goals of the project, and recommended solutions that will enable the organization to achieve its goals.</p> <p>Specific responsibilities of the Business Analyst:</p> <ul style="list-style-type: none"> ▪ Gathers requirements from the stakeholders ▪ Analyzes, organizes, and defines the requirements to ensure that they are complete and unambiguous. ▪ Ascertains and documents the underlying business needs to be addressed by this project ▪ Partners with the Project Manager/Lead to coordinate the completion of the business requirements ▪ Facilitates communication between organizational units ▪ Helps translate the needs of the business units for other teams working on the project, as needed
<p>Quality Analyst (QA)</p>	<p>The Quality Analyst (QA) partners with both the Business Analyst (BA) and the Project Manager/Lead. The QA team member coordinates quality measures associated with the project to ensure that all requirements meet the quality standards identified by the organization, project, or stakeholders.</p> <p>Specific responsibilities for the Quality Analyst:</p> <ul style="list-style-type: none"> ▪ Develops the test strategy in alignment with the business units, quality measures and metrics ▪ Analyzes the requirements to translate those requirements into test scenarios that can be used to validate the project deliverables ▪ Develops the detailed test plans in support of the test strategy and scenarios
<p>Subject Matter Expert (SME)</p>	<p>A Subject Matter Expert (SME) possess knowledge about one or more areas being addressed by the project.</p> <p>Specific responsibilities of Subject Matter Experts:</p> <ul style="list-style-type: none"> ▪ Provide input on project requirements for their respective business areas ▪ Attend project meetings, when necessary ▪ Communicate project status, issues, and progress to their respective organizations, as appropriate ▪ Alert the Project Manager/Lead and project team to any negative impact of the project on their respective organizations ▪ Develop procedures and training materials for their respective business areas ▪ Participate in User Acceptance Testing (UAT), as necessary

<p>Stakeholder(s)</p>	<p>Stakeholders are the individuals, groups or organizations – internal and external – that may affect, or be affected by, a decision, activity, or outcome of a project. Stakeholders include the project team, Sponsors, business units, business partners, vendors, industry associations, regulatory agencies, financial institutions, community, and customers. A stakeholder may also exert influence over the project and its deliverables.</p> <p>Specific responsibilities of Stakeholders:</p> <ul style="list-style-type: none"> ▪ Review of the project documentation, as applicable, and provides input regarding the impact and requirements for their respective units ▪ Communicate with others in their respective units that may be affected by the project initiative ▪ Attend informational sessions to ask questions and gain additional insights into the project and the progress of the activities ▪ Contribute to the project effort by raising any issues or concerns and collaborating with the project team when appropriate.
<p>Team Mentor</p>	<p>A Team Mentor is the person who may either volunteer, or be asked to help new project team members as they join a project effort. The Team Mentor can provide guidance, motivation, information and help with project related tasks and team protocols.</p>