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| **Project Name** | **Project ID** | **Project Manager** |
| Hawaii Annual Code Challenge (HACC) |  | Derek DePonte |
| **Business Process Owner** | **Project Sponsor** | **Project Executive Sponsor** |
| Micah Hwang | Leila Kagawa | Todd Nacapuy |

**PROJECT MANAGEMENT ROLES**

| **Project Role** | **Functional Role** | | **Responsibilities** |
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| ***Executive Sponsor*** | ***The person that provides the financial resources for the project and ensures executive support across the organization.*** | | |
| *Todd Nacapuy* |  | * Champions the Project * Creates Vision & Objectives for Project * Obtains Executive Management Buy-in & Resource Support * Ensures Project’s Success * Signs Project Charter and Project Closing Report | |

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| ***Project Sponsor*** | ***The person that provides direction and guidance to the team and is actively involved in the project.*** | |
| *Leila Kagawa* |  | * Champions the Project * Creates and Supports the Vision & Objectives for Project * Obtains Management Buy-in & Resource Support * Signs Project Charter and Project Closing Report * Makes Timely Decisions * Attends select Project Meetings * Approves Scope Changes * Approves Project Management Plan (prior to execution) * Approves Risk Management Plans * Approves Change Control Issues * Reviews Project Deliverables and Provides Input Prior to Completion * Approves and Signs Off On Completed Deliverables or Project * Participates in Project Evaluations and Lessons Learned * Sponsors Project Closing Meeting and Hosts Project Celebration * Rewards Projects’ Success |

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| ***Project Manager*** | ***The person assigned by the requesting organization to help the team achieve the project objectives by mentoring, guiding, and facilitating stakeholders through the project management process.*** | |
| *Derek DePonte* |  | * Manages Project * Utilizes project management methodology & tools to ensure success * Mentors, coaches and trains the project team and stakeholders |

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| ***Business Process Owner*** | ***The person who owns the projects’ product, service, result, and/or process once the project has been completed.*** | |
| *Micah Hwang* | *Process Owner or SME (Subject Matter Expert)* | * Manages Objectives for Project * Makes Timely Decisions * Attends all Project Meetings * Signs off on Project Charter * Signs off on Risk Management Plans * Signs off on Change Control Issues * Reviews Project Deliverables and Provides Input Prior to Completion * Signs Off On Completed Project Deliverables * Participates in Project Evaluations and Lessons Learned * Participates in the project as a major stakeholder, engineers the new process for the service, product, or result being delivered, ensures testing and training results are satisfactory, and assists with the transition from the project team to operations |

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| ***Resource Manager*** | ***The person with management authority over an organizational unit within a functional organization. The manager of any group that actually makes a product or performs a service.*** | |
| *Jennifer Silva, Lisa Seng, Katherine Doan* | *Functional Manager in a Dept or Agency* | * Provides project with qualified resources and checks resources work for accuracy, quality, and timely completion throughout project * Prioritizes functional resource workloads according to enterprise and departmental priorities |

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| ***Technical Manager*** | ***The person with management authority over a technical support unit if the project has technical components. The manager of a group that supports a system or performs a service related to a system.*** | |
| *Dennis Uyesugi* | *Functional Manager in ICSD/OIMT* | * Provides project with qualified technical resources and checks technical resources work for accuracy, quality, and timely completion throughout project * Prioritizes technical resource workloads according to enterprise and departmental priorities |
| ***Vendor Manager*** | ***The team member that works closely with the vendor as a centralized point of contact and intermediary for the team – typically this team member would be the person responsible for vendor management at project end.*** | |
| *Bryant Yabui, State (Venue)*  *Burt Lum, Community Partner (Sponsorship)* | *Business Process Owner or Functional Manager* | * Provides centralized point of contact for vendor and project team * Reviews contracts and agreements to ensure compliance by vendor and team/project * Raises project risks as related to the vendor * Takes ownership of Vendor related project risks |

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| ***Risk Manager*** | ***A project team member assigned to manage project risks.*** | |
| *Camille Okumoto* | *Project Team Member* | * Assigns ownership of risks * Ensures follow-up of risks identified by the team * Reports on risk status at project team meetings * With team, identifies when a risk trigger has occurred and begins execution of the planned contingency |

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| ***Issue Manager*** | ***A project team member assigned to manage issues.*** | |
| *Krystal Naumu* | *Project Team Member* | * Assigns ownership of issues * Ensures follow-up and documentation of issues identified by the team * Reports on issue status statistics at project team meetings * Report on issue status for issue owners not in attendance * Ensures closure of risks * Also responsible for Project Parking Lot |

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| ***Deliverable Owner –*** | ***A team leader responsible to produce any unique and verifiable product, result, or capability to perform a service that must be produced to complete a process, phase, or project. (Functional Lead or Technical Lead)*** | |
|  | *As assigned* | * Leads deliverable team to ensure timely creation, management & completion of project work such as deliverables, sub-deliverables, and work packages |

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| ***Project Resources Core Team*** | ***Skilled human resources (specific disciplines either individually or in crews or teams), equipment, services, supplies, commodities, material, budgets, or funds.*** | |
| Camille Okumoto  Krystal Naumu  Katherine Doan  Jennifer Silva  Dennis Uyesugi  Lisa Seng  Keith DeMello  Leila Kagawa  Micah Hwang  Derek DePonte  TIP Summer Intern Teams  MVS  LEGS  WEB | *Logistics Coordination & volunteers*  *Food/Beverage/Refreshments*  *Registration/Check-in; Coordination of reserved parking for distinguished guests.*  *Project Teams / Data format support; validation of challenge submissions*  *Training Coordination and Scheduling with Community Partners/Vendors*  *Agenda coordination with guests; external media communications and outreach*  *Schedule/Agenda coordination with community partners; Food/beverage supplies*  *Room connectivity and technical setup*  *Coordination and communication with State leads and TIP project teams.*  *Marketing*  *Logistics*  *Website comms* | * Accomplishes deliverables by completing assigned deliverables, sub-deliverables, work packages, activities, and tasks |

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| ***Stakeholders*** | ***Person or organization (customer, sponsor, performing organization, the public) that is actively involved in the project, or whose interests may be positively or negatively affected by execution or completion of the project. A stakeholder may also exert influence over the project and its deliverables.*** | |
| *Governor David Ige*  Governor’s staff and communications team:  Yasmin Dar  Elizabeth Young  Executive Branch Departments  -Directors  -IT Leaders  -Business Managers  -SME Project/Challenge Teams  TIP Summer Intern Team  Burt Lum, Hawaii Open Data  Jason Sewell, DevLeague  Russell Cheng, DevLeague  Cindy Matsuki, HTDC  Thelma Alane, HTDC  Garret Yoshimi UH  Beth Kuch/Robbie Kane, THG  Jay Fidell, ThinkTech  IT Application Development Community  Citizens  College Students  High School Students  Neighbor Island Participants |  | * Ensures prioritized stakeholder needs and interests are met by attending selected meetings, staying current with project status reports, and providing feedback to project team throughout project lifecycle. |