Project Team Duties

# During All Phases

## Duties of the Project Manager

* Manages the collaborative project repository environment for the program or project and updates the repository on a timely basis
* Responsible for having most current project content
* All meetings require a Meeting Report to be completed and filed in the Project Repository. The best way to use the Meeting Report is to fill in the meeting information such as time, location and agenda and send the Meeting Report to the meeting attendees. During or after the meeting, fill in the minutes with any action items noted; distribute the final document to the team and post in the Project Repository for project stakeholders.
* PM manages Change Control. Once the scope, schedule, and finances are set and approved, any change requested will require a Change Request. The request will be reviewed by the PM for impact and cost and be managed through the Change Control process. Only approved changes will be managed by the project manager and included in the project. An accepted change may call for a separate project to accommodate the changes or additional funding on the current project.
* Manages Issues escalation and resolution
* PM manages Project Schedule, Costs, and Resources
* Distribute documents per the Communications Plan
* Conducts team building and team development activities (optional)
* Establishes reward and recognition systems (optional)
* Monitors & acknowledges performance
* Increases team member proximity if possible
* Provides coaching, mentoring, and assistance to team members as needed
* Works closely with functional managers to resolve team members' workload conflicts
* Ensures needed training is provided to accomplish project objectives
* Identify and resolve conflicts

## Duties of the Project Team

* Implement project activities and creates project artifacts outlined in Project Charter, Project Management Plan, Project Schedule, and Project Designs under management and direction of Project Manager
* Create and update project documents as called for and ensure all documents are posted to the project repository
* Distribute documents per the Communications Plan as directed by the PM
* Using the project repository, keep Project Manager and project stakeholders informed of all project activities and issues
* All project team members responsible for having most current project documents from the project repository
* Finish timecards on timely basis (optional)
* Provide information for Status Report

# During the Concept Phase

## Duties of the Project Manager

* All meetings require a Meeting Report to be completed and filed in the project repository
* If required, a project manager or analyst my assist by gathering documents/information needed to score, prioritize, and select proposed project
* If required, PM participates in project pricing decision and creates Cost Estimates
* PM may be called on to create the Business Case and Project Summary

## Duties of the Project Team

* If required, an analyst my assist by gathering documents/information needed to score, prioritize, and select proposed project

# During the Definition Phase

## Duties of the Project Manager

* Ensures Requirements are gathered, analyzed, and filed in the project repository
* PM uses Requirements to create the project objectives and scope statement in the Project Management Plan, Scope of Work, or Project Charter
* PM ensures assigned project analysts use the Requirements to create Use Cases/User Stories and proposed project deliverables.
* PM Ensures Use Cases, User Stories, Project Deliverables are used to make Test Cases, Test Plan, Acceptance Plan and there is complete traceability
* PM creates Communication Plan taking into account all stakeholders, what information is needed, when it is needed, how it is delivered, and where it is stored
* PM creates the Project Schedule and includes the timeframe and milestones in the Project Management Plan or Project Repository
* Using the project schedule, PM creates initial Cost Plan for approval.
* PM completes Risk Assessment and Risk Management Plan. Risk items qualified, quantified (normally % probability x $ impact = $ Exposure). Trigger events are noted and a Risk Management approached is noted if the trigger event occurs. A management reserve may be created to manage the total Exposure if this is done in your company. Risks and Trigger Events can be managed and reviewed during weekly status meeting.
* Creates and manages Issues Matrix for use during project execution. All issues are escalated by the project manager and managed to resolution
* Creates Project Status Report on a regular basis, distributes the report to stakeholders, and posts the report to the project repository
* Works with Project Team to create Quality Plan
* Works with Project Team to create Training Plan if necessary

## Duties of the Project Team

* Under the direction of the PM, Project Team members will complete required documents/designs.
* All information is stored in the project repository.
* Works with project team if needed for any prototyping (optional)
* Keep PM informed of any issues.

# During the Designing Phase

## Duties of the Project Manager

* Manages the creation, completion, distribution, and posting of the designs in the project repository
* Inspects all project artifacts for quality and presents project information to Governance if needed for Business, Finance, and Architectural Gate Review

## Duties of the Project Team

* Under the direction of the PM, Project Team members will complete designs (conceptual, logical, physical, etc).
* All information is stored in the project repository.
* Keep PM informed of any issues.

# During the Development/Implementing Phase

## Duties of the Project Manager

* Ensures all Stakeholders are notified of all testing and deployment dates
* Creates Project Status Report on a regular basis, distributes the report to stakeholders, and posts the report to the project repository
* PM chairs weekly team meeting (beginning of week)
  + Discuss period’s accomplishments
  + Discuss planned goal and activities for next period
  + Discuss any issues
* PM chairs weekly status meetings (may delegate to project team member to build communications skills)
  + PM Distributes Agenda, current Issues Matrix, and current Project Schedule
  + Discuss week accomplishments
  + Discuss proposed activities for next week
  + Review/update all open issues using Issues Matrix
* PM ensures all project documents and artifacts are stored in the project repository and distributed to Project Stakeholders per the Communications Plan
* PM manages Issue and Escalation Process. All issues are assigned to a person and managed to resolution
* PM manages and tracks Project Schedule and communicates any changes from the initial schedule
* PM manages project budget and accounts for Operational Expenses on a periodic basis and validates Capital Expenses against corporate finance solution
* PM directs the creation and testing of the Deployment and Contingency Plans
* PM leads team in deployment of solution and maintenance prior to turnover to maintenance/operation team
* PM reviews team's work for quality ensuring scope of work matches scope of agreement with client
* PM leads User Acceptance Testing and approval of project deliverables
* PM manages Change Control
* PM manages communication to Maintenance to ensure a smooth turnover to Maintenance after deployment

## Duties of the Project Team

* Under the direction of the PM, Project Team members will complete required documents/activities.
* If finance representative is involved, may work with PM on all aspects of finance
* If QA/QC is involved, will manage all project quality and provide quality information to PM
* All documents and artifacts are stored in the project repository.
* Keep PM informed of any issues.

# During the Closing Phase

## Duties of the Project Manager

* PM creates Closeout Form to capture Lessons Learned and Best Practices
* PM ensures all project documents are in the project repository prior to closeout
* PM chairs the Closeout and Review meeting
* PM plans for and manages the project celebration
* PM ensures all billing is handled
* PM completes a performance feedback for every team member, reviews it with the team member, and supplies it to the team member’s manager (optional)