PROJECT LEAD RESPONSIBILITIES MATRIX

Application Name:	Customer Area:
Project Name: SR#: Project Type:	Project Lead: Author: Date:

Assumption: Successful projects are dependent upon a cooperative effort between the User Project Lead and the IT Project Lead.

Purpose: To aid in forging a working partnership by defining key responsibilities for each role, and allowing the leads to have a clear understanding of their mutual commitment.

User Project Lead

- Achieve objectives: deliverables, schedule, and quality.
- Coordinate with IT Lead on defining a timeline and schedule for the project.
- Identify and manage the resolution of user issues and questions:
  Define user roles and responsibilities
  Manage user expectations
  Define Scope of the project
- Inform impacted groups and areas of their need for representation in the project.
- Collaborate on the project design.
- Collaborate on writing the Test Plan, and Training Plan.
- Secure resources for user testing.
- Verify that testing is sucessful before a release to production.
- Maintain timeline for involved user areas.
- Facilitate communication between involved groups and areas.
- Obtain management support for role as user project lead.
- Ensure that new user processes are documented, approved, and implemented.
- Schedule meetings.

IT Project Lead

- Achieve objectives: deliverables, schedule, and quality.
- Coordinate with User Lead on defining a timeline and schedule for the project
- Establish and maintain productive user relations by understanding the user's business needs, and knowing the project objectives, scope, and limitations.
- Meet with the key user managers on a regular basis.
- Solicit user input when writing the Test Plan, and the Training Plan.
- Identify deviations in computing resource needs, and take corrective actions.
- Monitor the progress of the project, such as Functionality, features, processes, resources, schedules, technology, and personnal issues.
- Manage the IT project team. For example, assign tasks, resolve conflicts, remove road-blocks to success, and prepare status reports.
- Maintain a project notebook.
- Develop technical documentation as outlined in the Project Plan (i.e., Investigation Report, External Specifications, User's Guide, etc.)