**Project roles and responsibilities**

**Project Manager (PM)**

This role will have overall responsibility for the running of the project and the schedule. The PM will be responsible for communication within the team and chairing meetings. The PM will also be responsible for ensuring that the project plan is kept up to date and that the plan is tracked.

**Systems Analyst (SA)**

This role will be responsible for ensuring that the requirements of the system are fully documented and that all members of the project team are aware of the project requirements, both functional and non-functional. It is likely that the SA will liaise with the client if appropriate and will communicate any requests from the client to the team. The SA will also be responsible for organising members of the team who will be carrying out tasks such as preparation of questionnaires etc.

**Systems Designer (SD)**

This role will be responsible for ensuring that an overall design is carried out based on the requirements specification. The SD will allocate tasks to team members and ensure that they meet the requirements of the system. The team, having agreed on the procedures for working which will include design, will produce the necessary charts, documents and diagrams as well as detailed steps for carrying out the project. It is the SD who will be responsible for ensuring that these items are produced timeously and are given to the correct team members.

**Project Developer (PD)**

This role will lead the team in terms of the development aspects of the project. Individual members will carry out tasks allocated by the group and it is likely that all members of the small group will be involved with some aspect of the development. The project development will be overseen by this role and they will have responsibility for ensuring that the individual tasks carried out by the team form a coherent overall solution.

**Tester (T)**

This role will have overall responsibility for testing the system both during the development and as a whole. The T will document the test strategy and techniques to be used and organise who will carry out what elements of testing. The T will also be responsible for ensuring that test plans are available and that they are completed at the appropriate time and that the results of tests are communicated to appropriate team members.

**Librarian (L)**

This role will ensure that all documentation is available to all members of the group. The L will have responsibility for maintaining the data storage of documents which will include access permissions, naming convention and version control. The L will also be responsible for ensuring that all documents produced are in an appropriate format and that they can be read by all group members on different platforms.