

Microsoft® Office Project Server 2007: Planning Team Roles and Responsibilities Worksheet

Prepared by:

Date:

The Roles and Responsibilities worksheet defines how people will be organized within the project. It also identifies the overall accountability and the general roles each group and person plays during the initiative.

Executive Review Committee/ Business Sponsor

The purpose of the Executive Review Committee is to sponsor the Enterprise Project Management (EPM) initiative and audit progress toward achieving the documented business requirements.

Name	E-mail	Phone	Title/Role

Governance Board/PMO Representation

The purpose of the Governance Board is to provide regular management oversight of the EPM team.

Name	E-mail	Phone	Title/Role

EPM Initiative Team

The purpose of the EPM team is to ensure that initiative tasks are completed as planned. This team includes Project Managers, Technical Resource from LRDE and External Consultants from AstroWix India.

Project Managers - LRDE

Name	E-mail	Phone	Title/Role

Technical Team - LRDE

Name	E-mail	Phone	Title/Role

External Consultants – AstroWix

Name	E-mail	Phone	Title/Role

Trainers

Name	E-mail	Phone	Title/Role

Others

Name	Email	Phone	Title/Role