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| **Title** | **Role** |
| Project Manager | Responsible for developing, in conjunction with the Project Sponsor, a definition of the project. The Project Manager then ensures that the project is delivered on time, to budget and to the required quality standard (within agreed specifications). He/she ensures the project is effectively resourced and manages relationships with a wide range of groups (including all project contributors). The Project Manager is also responsible for managing  the work of consultants, allocating and utilizing resources in an efficient manner and maintaining a co-operative, motivated and successful team. |
| **Responsibilities** | |
| · Managing and leading the project team.  · Managing co-ordination of the partners and working groups engaged in project work.  · Detailed project planning and control including:  · Developing and maintaining a detailed project plan.  · Managing project deliverables in line with the project plan.  · Recording and managing project issues and escalating where necessary.  · Resolving cross-functional issues at project level.  · Managing project scope and change control and escalating issues where necessary.  · Monitoring project progress and performance.  · Providing status reports to the project sponsor.  · Managing project training within the defined budget.  · Managing project evaluation and dissemination activities.  · Final approval of the design specification.  · Working closely with users to ensure the project meets business needs.  · Definition and management of the User Acceptance Testing program.  · Identifying user training needs and devising and managing user training programs. | |
| **Title** | **Role** |
| Supervisor | A person who commissions others to deliver the project and champions the cause throughout the project. They will normally be a senior member of staff with a relevant area of responsibility that will be affected by the outcome of the project. They are involved from the start of the project, including defining the project in conjunction with the Project Manager. Once the project has been launched they should ensure that it is actively reviewed. |
| **Responsibilities** | |
| · Acts as champion of the project.  · Is accountable for the delivery of planned benefits associated with the project.  · Ensures resolution of issues escalated by the Project Manager or the Project Board.  · Sponsors the communications program; communicates the program’s goals to the organization as a whole.  · Makes key organization/commercial decisions for the project.  · Assures availability of essential project resources.  · Approves the budget and decides tolerances.  · Ultimate authority and responsibility for the project. | |
| **Title** | **Role** |
| Project Team Members | The staff who actively work on the project, at some stage, during the lifetime of the project. Some may have a specific role. |
| **Responsibilities** | |
| Team member roles will vary depending on the type of project. Typically they might be to:  · Provide functional expertise in an administrative process  · Work with users to ensure the project meets business needs  · Documentation and analysis of current and future processes/systems  · Identification and mapping of information needs  · Defining requirements for reporting and interfacing  · User training | |
| **Title** | **Role** |
| The Developer | The Developer is the organization designated as  the lead agency on the development of the project. The Developer is ultimately responsible, whether through in-house staff or through engaging the services of a development consultant, for managing the development team and driving the development process, from the acquisition of the site through to the leasing up of the completed units. In many cases, the Developer will continue to own the project after it is completed and operational. |
| **Responsibilities** | |
| Typically Developer roles might be to:  · An analytical, methodical approach to work.  · Ingenuity around creation of reusable objects and engines.  · Ability to code optimally and choose the right tool based on the technologies available to the audience. | |
| **Title** | **Role** |
| The Designer | The Designer is responsible for understanding the  business requirements and designing a solution that will meet the business needs. There are many potential solutions that will meet the client's needs. The designer determines the best approach. A designer typically needs to understand how technology can be used to create this optimum solution for the client. The designer determines the overall model and framework for the solution, down to the level of designing screens, reports, programs and other components. They also determine the data needs. The work of the designer is then handed off to the programmers and other people who will construct the solution based on the design specifications. |
| **Responsibilities** | |
| Typically Designer roles might be to:  · Have a basic understanding of technology in order to know what is or is not possible given certain technology realities.  · Quickly and accurately recognize performance/knowledge gaps.  · Creativity tempered with an understanding of the intended audience, client culture, and learning preferences.  · Understanding of human computer factors and interface design.  · Ability and willingness to a adapt to a dynamic set of standards and tools | |
| **Title** | **Role** |
| The Customers | These are the people who will actually use the  deliverables of the project. These people are also involved heavily in the project in activities such as defining business requirements. In other cases, they may not get involved until the testing process. Sometimes you want to specifically identify the user organization or the specific users of the solution and assign a formal set of responsibilities to them, like developing use cases or user scenarios based on the needs of the business requirements. |
| **Title** | **Role** |
| The Analysis | The analyst is responsible for ensuring that the requirements of the business clients are captured and documented correctly before a solution is developed and implemented. In some companies, this person might be called a Business Analyst, Business Systems Analyst, Systems Analyst or a Requirements Analyst. |
| **Responsibilities** | |
| · Analyzing and understanding the current state processes to ensure that the context and  implications of change are understood by the clients and the project team  · Developing an understanding of how present and future business needs will impact the  solution  · Identifying the sources of requirements and understanding how roles help determine the  relative validity of requirements  · Developing a Requirements Management Plan and disseminating the Plan to all  stakeholders  · Identifying and documenting all business, technical, product and process requirements  · Working with the client to prioritize and rationalize the requirements  · Helping to define acceptance criteria for completion of the solution | |
| **Title** | **Role** |
| The QA | Responsible for applying the principles and practices of software quality assurance throughout the system lifecycle. Through testing, analysis, and observation, a person in this position not only ensures that requirements and standards have been ... |
| **Responsibilities** | |
| · To operate effective QA procedures.  · To provide guidance and support to facilitate the fair operation of the system.  · To promote inclusive approach and ensure compliance under existing policy legislation.  · To maintain creditability of awards | |

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| **No** | **Risk** | **Probability** | **Effects** | **Strategy** | **Status** |
| **1** | ***People Risk*** *:*Team members contradict each other | High | Serious | Organize meeting and teambuilding to help all members to know each other. Review the root cause and resolve it. Make all members know the aim of team is making a successful project |  |
| **2** | ***Communicator Risk :*** all members do not do this project in 1 place | High | Serious | Organize meetings regularly. Organize video conference in every night and when 1 member has a problem |  |
| **3** | ***People Risk:*** Do not have working in group skills. Using new technologies so many members can not know them | High | Serious | Organize training meetings. Assigned tasks clearly , organize open talk, team building |  |
| **4** | ***People Risk :***Many members are working in companies so they don’t have much time for project | High | Serious | Organize meeting to remind to all members that project is the most important. Unify how much time each member must spend for project and make a rule to punish people who are late |  |
| **5** | ***Requirement Risk :*** Requirement is changed frequently , so it is hard to design DB | High | Serious | Find out all information to design database and unify to team to avoid reworking |  |
| **6** | ***Requirement Risk :*** because of improving idea from initial , each member has his own requirement, so it can be conflict easily | High | Serious | Organize a meeting to help each member protect their ideas. At last PM will unify idea of project and show the draft requirement with function and non-function |  |
| **7** | ***Schedule Risk :*** do not have experience in estimating so PM can not estimate exactly the time to do task and time to develop | Moderate | Tolerable | Helping from supervisors. Checking task schedule everyday to help each member to keep deadline |  |
| **8** | ***Estimate Risk :*** can not estimate project’s size | High | Serious | Divide project to phases. Keep deadline in each phase. Checking task schedule frequently |  |