

Project Leadership Roles and Responsibilities

The project leadership roles and responsibilities can be accomplished by one person on the team, or several. Historically, teams have had technical leads, QA leads, project managers, and project administrators who have taken on some or all of the items on this list. Ultimately, the project leadership is responsible for delivery by the team, and for escalating risks and needs to the executive sponsor as they arise.

This document outlines the basic roles and responsibilities that are expected from the project leadership individual or team.

The role of project leadership on the project is to:

- Distribute these roles and responsibilities among the leadership team, and keep the executive sponsor informed of these delegations
- Serve as liaison between the team, customer, and the executive sponsor
- Make staffing deficiencies or concerns known to the executive sponsor as they arise
- Ensure team members understand how success is defined for the project, buy in to that understanding, and feel accountable for accomplishing the assigned tasks and goals
- Ensure developed products meet business goals with acceptable quality and are delivered per established expectations
- Continually assess the team's risk situation and how those risks are being mitigated, discussing and escalating these risks with the executive sponsor
- Guide the team to continuous improvement of team processes
- Participate in and encourage team development and enrichment

The responsibilities of the project leadership include:

- Ensure team is performing minimum required practices (i.e. CMMI Level 3) for project process maturity
- Drive process of ensuring that team has all resources needed to accomplish their objectives, and that those resources are adequate (ex. facilities, workstations, licenses, staging and demo environments, etc.), escalating any obstacles to the executive sponsor
- Actively manage requirement stream with customer
- Stay in sync with project team and understand who is responsible for each task and that tasks are being accomplished in correct priority order
- Plan product releases based upon product owner/customer expectations
- Ensure product owner/customer actively prioritizes features and user stories
- Improve project processes through regular retrospectives and constant introspection
- Manage product deployment and release cycle through all supported environments

- Escalate staffing issues/concerns (behavior, performance, etc.) and needs (changing team size) to executive sponsor as soon as they are recognized
- Provide technical leadership to team; serve as arbiter for any technical disputes where the team cannot reach consensus
- Develop team members skills/capabilities
- Help keep morale high on the team; escalate significant morale issues to executive sponsor
- Effectively manage team member transitions (lessen impact of team member losses, efficiently onboard new team members)
- Continually communicate project status to product owner/customer and executive sponsor
- Facilitate continuous improvement of the team's processes