PROJECT SPONSOR

This checklist captures project related tasks performed by the sponsor of a software projects. The sponsor is identified in the project charter as the authority for the project. In most organizations the project sponsor will be at a director or vice president level.

Organizational Tasks

PS-1   Define overall vision, direction, scope and constraints for the project business manager.

PS-2   Ensure project charter is created and accepted by all stakeholders.

PS-3   Ensure project charter is maintained and updated throughout the life of the project.

PS-4   Manage organizational risks of the project.

Project Oversight

PS-5   Review status reports.

PS-6   Review project plans and deliverables, as appropriate, on a regular basis.

PS-7   Meet regularly with project business manager to discuss project.

External Stakeholders

PS-8   Help resolve any disputes between internal project team and external stakeholders.

Team Related Tasks

PS-9   Allocate staffing to project as appropriate.

PS-10   Assist resolving any project disputes as appropriate.

PS-11   MBWA for general people issues.