

PROJECT BUSINESS MANAGER

This checklist captures project related tasks performed by a project business manager.

Project Management

- PBM-1* Responsible for carrying out the project charter as defined by the project sponsor.
- PBM-2* Define overall project vision, scope, direction and constraints for technical leads.
- PBM-3* Create and maintain the project plan.
- PBM-4* Oversee creation of all other project artifacts.
- PBM-5* Drives risk management on the project.
- PBM-6* Make sure that all the work that needs to get done is actually getting done.
- PBM-7* Ensure work is progressing efficiently and effectively, i.e., the project is optimizing execution of its goals based on its resources and constraints.
- PBM-8* Sets up revision control tools and processes for non-construction artifacts.
- PBM-9* Hold as needed status meetings with project sponsor and project stakeholders.

Stakeholder Related Tasks

- PBM-10* Hold weekly project status meeting with major stakeholders.
- PBM-11* Be a visible and accessible contact point for primary stakeholders.
- PBM-12* Resolve any disputes between stakeholders.
- PBM-13* Resolve any disputes between stakeholders and project team.
- PBM-14* Organize project travel for meetings as appropriate.

Team Related Tasks

- PBM-15* Works with project sponsor to staff the project.
- PBM-16* Organize weekly project status meeting with team.
- PBM-17* Resolve disputes between technical leads.
- PBM-18* MBWA for general project issues.
- PBM-19* MBWA for general people issues.

Planning and Tracking

- PBM-20* Work with PTL to create weekly executive status reports.
- PBM-21* Work with PTL to create as needed detailed status reports.
- PBM-22* Ensure that scheduled work and prioritization of tasks meets all stakeholders needs.

CCB Tasks

- PBM-23* Participation in the regular CCB meetings as needed.
- PBM-24* Ultimately responsible for resolving all CCB disputes.

Release Creation Tasks

- PBM-25* Make sure the release is released.
- PBM-26* Verify that appropriate stakeholders have received and are satisfied with a release.