Project Implementation Team: Project Leadership

The leadership team are responsible for the overall day-to-day delivery and management of the project, providing support, tracking progress, and compliance adherence as appropriate. The roles are outlined below:

Table 27: Project Implementation Team: Project Leadership.

| Role | Main Responsibilities |
| --- | --- |
| Project Manager ([CLIENT\_NAME]) | * Accountable to the Project Sponsors. * Manages the strategic aspects of the Project. * Reviews regular progress reports and makes staffing, financial, or other adjustments to align the developing project with broader outcome goals. * Leads and oversees the [CLIENT\_NAME] team of the Project. * Participates in Steering Committee meetings and decisions. * Responsible for the end-to-end establishment, management, and delivery of the project. * Liaise and drive involvement of Key Stakeholders with a strong focus on business benefits and objectives of the project and implementation. |
| Delivery Lead (KPMG) | * Provide a single point of accountability from KPMG to deliver the project per the project commitments. * Establish the project resource assignments and confirm that the project is appropriately managed and staffed by working with the [CLIENT\_NAME]’s Project Manager. * Collaborate and support [CLIENT\_NAME]’s Project Manager in managing the overall project. * Communicate important decisions and objectives impacting the deliverables of the project down to the team members. * Initiate the recommendations and decisions from the steering committee. * Provide leadership to the delivery team, lead, and oversee KPMG team members. * Confirm that project and risks and issues are identified and mitigated and raised through project governance as appropriate. * Conduct quality reviews of deliverables across the project and confirm agreed quality reviews and QA procedures. |
| PMO/Support ([CLIENT\_NAME]) | * Organise, schedule, and facilitate project governance activities supporting Project Leadership. * Maintain the Project Gantt chart, prepare Progress Reports, maintain a register for Issues and Risks and manage project budget. * Support Project logistics and organise stakeholder events. * Monitor project deliverables progress and appropriate processes, sign-offs, and approvals. |
| Workday Delivery Assurance Manager (Workday) | * Drive Workday Methodology Adherence. * Provide a Workday viewpoint to the customer and project team. * Act as an escalation point for the Delivery Assurance consultants and project team. * Perform Workday Delivery Assurance project checkpoints. Perform project reviews. * Participate in the Internal Team and Customer meetings for applicable checkpoints. * Review the customer’s plan for operational readiness for production. * Conduct regular calls with KPMG’s Engagement Delivery Lead and [CLIENT\_NAME]’s Project Manager. |