# PMLC - Project Roles and Responsibilities

## Project Name:

GreenLeaf Medical Delivery

## Date:

March 2025

## Title: Executive Sponsor

Role: The executive leader who has sanctioned the project

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Responsibilities:

- Monitors the overall progress of the project at a high level.

- Assists the Project Champion when escalations are necessary.

- Gains support for the project at the executive level.

- Authorizes and approves/rejects Project Change Requests affecting Scope, Cost, Time, or Quality.

## Title: Project Champion

Role: The individual who commissions the team to deliver the project and champions the cause.

Name: Arun Goud

### Responsibilities:

- Ultimate responsibility for the success of the project.

- Leads general communications on behalf of the project.

- Garners commitment from stakeholders.

- Ensures availability of essential project resources.

- Resolves escalated risks/issues and makes key decisions.

## Title: Project Manager

Role: Responsible for leading the project from concept to close-out.

Name: Rutul Patel

### Responsibilities:

- Manages risks, timelines, resources, and project scope.

- Provides detailed project planning documentation.

- Monitors project progress and team performance.

- Ensures compliance with scope, budget, and quality.

- Organizes inter-departmental work groups and meetings.

- Manages project scope and change control.

## Title: Project Stakeholders

Role: Individuals who represent areas affected by the project.

Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Responsibilities:

- Provide advice and risk-related communication.

- Participate in project steering committees or workgroups.

- Ensure project deliverables align with business needs.

- Assist in functional requirements and risk assessment.

## Title: Steering or Oversight Committee

Role: Responsible for overseeing the progress of the project.

Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Responsibilities:

- Advocates for the project at the senior management level.

- Approves project budget and strategic plans.

- Resolves policy and strategic issues.

- Drives organizational change and ensures alignment with priorities.

## Title: Project Team Members

Role: Team members with functional expertise in the project.

Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Responsibilities:

- Identify business problems and document functional requirements.

- Facilitate brainstorming and gather user requirements.

- Provide technical and operational expertise.

- Ensure proper documentation and compliance adherence.