

Team Roles

Members:

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# Roles and Responsibilities

## Project Sponsor / Director

The project sponsor is the champion of the project and has authorized the project by signing the project charter.  This person is responsible for the funding of the project and is ultimately responsible for its success.  Since the Project Sponsor is at the executive level, communications should be presented in summary format unless the Project Sponsor requests more detailed communications.

## Project Manager

The Project Manager has overall responsibility for the execution of the project. The Project Manager: manages day to day resources, provides project guidance and monitors, and reports on the projects metrics as defined in the Project Management Plan. As the person responsible for the execution of the project, the Project Manager is the primary communicator for the project distributing information according to the provided Communications Management Plan.

## Key Stakeholders

Normally Stakeholders includes all individuals and organizations that are impacted by the project.  For this project we are defining a subset of the stakeholders as Key Stakeholders.  These are the stakeholders with whom we need to communicate with and are not included in the other roles defined in this section. The Key Stakeholders includes executive management with an interest in the project and key users identified for participation in the project.

## Project Team

The Project Team is comprised of all persons who have a role performing work on the project.  The project team needs to have a clear understanding of the work to be completed and the framework in which the project is to be executed. Since the Project Team is responsible for completing the work for the project, they play a key role in creating the Project Plan including defining its schedule and work packages. The Project Team requires a detailed level of communications which is achieved through day to day interactions with the Project Manager and other team members along with weekly team meetings.

## Project Team Leader

The project team leader will organize and control the critical portions of the project and reports directly to the project sponsor. The project team leader organizes team meetings, imperative documents that contribute to the success of the project, and manages the external communications within the project team.

The project team leader receives the reports from the scheduled automated reports and analyzes the team’s current situation in respect to the status of the overall project, as well as the prospected modules incorporated within. With the information gathered, the team leader will then adjust schedules, allocate resources, and advance the ongoing project in appropriate areas.

## Steering Committee

The Steering Committee includes management representing the departments which make up the organization. The Steering Committee provides strategic oversight for changes which impact the overall organization. The purpose of the Steering Committee is to ensure that changes within the organization are affected in such a way that it benefits the organization as a whole.  The Steering Committee requires communication on matters which will change the scope of the project and its deliverables.