**Roles and Responsibilities**

**Introduction**

This document will list the roles and responsibilities that may exist within a software development project. Each role will have at least one responsibility listed as well as a source of where to find information on each role. This table may not include all possible roles and responsibilities.

**Roles and Sources**

| Roles | Responsibilities | Sources |
| --- | --- | --- |
| 1. Team Champion | * Select and define the team’s mission, scope, goals, and setting the vision. | Chapter 05E, Section 1, pg: 49 |
| 1. Team Leader | * Focus the team * Assigning or handling tasks * Managing the team | Chapter 05E, Section 1, pg: 50 |
| 1. Team Sponsor | * Provide funding or other resources for the team. | Chapter 05E, Section 1, pg: 50 |
| 1. Team Facilitator | * Keep the team running smoothly. * Handling issues within the team. | Chapter 05E, Section 1, pg: 50 |
| 1. Recorder/Scribe | * Generate, publish, and maintain minutes from team meetings. * Track team decisions. | Chapter 05E, Section 1, pg: 50 |
| 1. Project Stakeholders/Suppliers/Developers | * Develop the software for the project. | Chapter 06A, Section 2, pg: 73 |
| 1. Project Stakeholders/Suppliers/Distributors | * Distribute the product of the project. | Chapter 06A, Section 2, pg: 73 |
| 1. Process Stakeholders | * Complete the project. * Meet the requirements of project stakeholders. | Chapter 06A, Section 2, pg: 72 |
| 1. Client | * Define the purpose or scope of a requested audit. | Chapter 08C, Section 2, pg: 113 |
| 1. Auditor Management | * Establish an effective audit program. * Set priorities for audits. * Select audit team. | Chapter 08C, Section 2, pg: 113 |
| 1. Lead Auditor | * Plans and documents audit plan. * Manages audit team. * Coordinates the activities of the audit. | Chapter 08C, Section 2, pg: 114 |
| 1. Auditors | * Prepare for the audit. * Evaluate results of the audit against requirements. * Report on audit findings. | Chapter 08C, Section 2, pg: 115 |
| 1. Auditee Management | * Work with the lead auditor. * Provide all appropriate information. * Response to finding by making corrections plans if necessary. | Chapter 08C, Section 2, pg: 115 |
| 1. Auditees | * Provide accurate answers to the auditors. * Provide all appropriate information that is requested by the auditors. | Chapter 08C, Section 2, pg: 116 |
| 1. Customers | * Fund software development efforts. * Give requirements that will meet their needs. | Chapter 12D, Section 1, pg: 181 |
| 1. Users | * Define the needs that will need to be met by the software. | Chapter 12D, Section 1, pg: 181 |
| 1. Requirements Analysts | * Elicit the requirements of the customers and users. * Write requirements specification document. | Chapter 12D, Section 1, pg: 182 |
| 1. Designers | * Translate requirements into software architecture and detailed designs. | Chapter 12D, Section 1, pg: 182 |
| 1. Testers | * Create and run tests to reflect the requirements for the project. | Chapter 12D, Section 1, pg: 182 |
| 1. Documentation Writers | * Use requirements to create user documentation such as owner’s/user’s manuals. | Chapter 12D, Section 1, pg: 182 |
| 1. Project Manager | * Planning, monitoring, and controlling the project. * Ensure the success of the project. | Chapter 12D, Section 1, pg: 183 |
| 1. Technical Support | * Help the users with an questions or issues they might have. | Chapter 12D, Section 1, pg: 183 |
| 1. Change Control Board | * Review proposed changes. * Analyze the impact of changes. * Approve or disapprove changes. | Chapter 12D, Section 1, pg: 183 |
| 1. Organization-Level SCM Group | * Oversee the SCM system * Use industry standards as guidance on the SCM. | Chapter 26A, Section 1, pg: 483 |
| 1. Project-Level SCM Group | * Plan, implement, and control the project specific SCM activities. | Chapter 26A, Section 1, pg: 484 |
| 1. SCM Managers | * Manage SCM groups. * Provide strategic and tactical planning for the SCM function. | Chapter 26A, Section 1, pg: 485 |
| 1. SCM Librarians | * Establishing and controlling the static libraries for each project. | Chapter 26A, Section 1, pg: 485 |
| 1. SCM Toolsmiths | * Recommend tools in the tool selection process. * Implement and test selected tools. * Update the SCM tools. | Chapter 26A, Section 1, pg: 485 |
| 1. CCB Leader | * Planning and leading CCB meetings. * Making assignments, setting priorities, and handling other leadership activities. | Chapter 28C, Section 2, pg: 525 |
| 1. CCB Member | * Representing their groups is CCB meetings. * Tracking approved changes assigned to their group. | Chapter 28C, Section 2, pg: 525 |
| 1. CCB Screener | * Review submitted change requests. | Chapter 28C, Section 2, pg: 525 |
| 1. CCB Recorder | * Record and distribute the minutes of CCB meetings. * Track updates to change requests. | Chapter 28C, Section 2, pg: 525 |
| 1. QA Engineers | * Detect and debug software errors. | A03 Research SQA Topics Discussion Board, Daniel Thompson, post 1, summary section |
| 1. QA Leads | * Guide the QA team and ensure quality targets are met. | A03 Research SQA Topics Discussion Board, Daniel Thompson, post 1, summary section |

**Answers to Questions 4-6**

1. One role that I believe is missing is the Test Analyst. This role was not listed in the reading, but it could fall under the “tester” role. A test analyst is a little more specific of a role, however.
2. The test analyst belongs to the QA team in the organization chart.
3. Some of the responsibilities include designing and documenting test plans.

**Citations**

[1] Brigham Young University - Idaho. (n.d.). *CAS – Central Authentication Service*. <https://ebookcentral.proquest.com/lib/byui/reader.action?docID=3002591>

[2]<https://byui.instructure.com/courses/310444/discussion_topics/8462066?module_item_id=36513218>

[3] <https://www.qatouch.com/blog/roles-and-responsibilities-of-qa-in-software-development/>