Executive Summary

This document describes the tools used to identify roles and responsibilities for all approved projects.

1. Role Descriptions: Used to define generic responsibilities for key project stakeholders.
2. Project RACI Chart: Used for identifying specific artifact related roles and responsibilities for each major project approved by the Approval Authority.

Role Descriptions

Approval Authority: Includes executive level leadership from key business units involved in project oversight and control and any other key stakeholder groups that have special interest in the outcome of the project. Responsibilities include:

1. Approve/disapprove requested projects based on the merit of the associated Business Case.
2. Authorize resource allocation and funding.
3. Act individually and collectively as vocal and visible project champions throughout their representative organizations.
4. As necessary, take an active role in approving project deliverables, helping resolve issues and policy decisions, and providing project related direction and guidance.

Executive Sponsor: This senior leader has a demonstrable interest in the outcome of the project and is the ultimate decision-maker for the project. Responsibilities include:

1. Ultimate responsibility for securing spending authority and resources for the project.
2. Act as a vocal and visible champion and legitimize the project’s goals and objectives.
3. Keep abreast of major project activities.
4. Provide support for the Business/IT Sponsors and the Project Manager.
5. Final approval of all scope changes and sign-off on approvals to proceed to each succeeding project phase.
6. Ensure that benefit realization metrics are defined and that post-implementation benefit measurement is completed in a timely manner.

Note: The Executive Sponsor may elect to delegate some of the above responsibilities to the Business and/or IT Sponsor.

Business/IT Sponsor: These senior leaders represent the business unit and IT unit with demonstrable interest in the outcome of the project. Responsibilities include:
1. Share the responsibility for securing spending authority and resources for the project.
2. Acts as a vocal and visible champion and legitimize the project’s goals and objectives.
3. Keep abreast of major project activities and participate as a decision-maker for the project.
4. Participate in and/or lead project initiation.
5. Play a significant role in the development of the Project Charter.
6. Participate in project planning (high level).
7. Provide support for the Project Manager/Lead by
   a. Assisting with major issues, problems, and policy conflicts,
   b. Removing obstacles,
   c. Participating in planning the project scope,
   d. Approving scope changes,
   e. Signing off on major deliverables, and
   f. Signing off on approvals to proceed to each succeeding project phase.
8. Define the metrics and lead the efforts for post-implementation benefit measurement.

Project Manager/Lead: A Project Manager (PM) and Project Lead (PL) have the same responsibilities for management of their project’s deliverables.

The PM/PL responsibilities include:
1. Develop the Project Plan with the team and manage the team’s performance of project tasks.
2. Secure acceptance and approval of deliverables from the Project Sponsors and applicable Stakeholders.
3. Project related communication, including status reports, risk identification and management, escalation of issues that cannot be resolved in the team, etc…
4. Ensure that the Project Team completes the project and that the project is delivered within the approved budget, schedule, and scope.
5. Ensure that the minimum required project documentation is complete and archived.

Project Management Office (PMO): The PMO is responsible for facilitating the project selection and funding process, developing and implementing the standardized project management methodology, and overall oversight for the project portfolio.

Responsibilities include:
1. Develop and implement, and conduct the associated training and coaching for all project management related processes.
2. Monitor and report progress for all active projects.
3. As directed by senior leadership, the PMO may be called upon to provide direct project management services for specific projects.

Project Team: The Project Team is responsible for executing tasks and producing deliverables as outlined in the Project Plan and directed by the Project Manager/Lead.
Project Role Descriptions & RACI Chart

Vendor(s): These contracted resources provide additional products or services the project will require and are another member of the Project Team. Their specific contracted roles will determine their project related responsibilities.

Other Stakeholder(s): Those groups, individuals, or organizations, internal or external to performing department, which are impacted by, or can impact, the outcomes of the project. This can include strategic partners, customers, customer groups, and other similarly affected groups not outlined in the role descriptions above. Their specific roles will determine their project related responsibilities.

Project RACI Chart

The Project RACI Chart is used for identifying roles and responsibilities for each major project approved by the IT Prioritization Committee.

R = Responsible: Owns the process and/or document; performs the task; responsibility can be shared
A = Accountable: Accountable for task being complete; answers to executive sponsors and/or business and IT sponsors; approves documents, modifications, etc…as necessary
C = Consult: Has information and/or capability necessary to complete the work; communicated with prior to task being completed; may provide resources
I = Inform: Notified of results, updates, modifications, etc…

Note: “I,” or Inform, is implied for all stakeholders in a RACI chart.

The RACI chart must be included as a part of the project charter to clearly identify roles and responsibilities by specific associate, vendor, and/or stakeholder name.
# Project Role Descriptions & RACI Chart

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<tr>
<th>Role Artifacts</th>
<th>Approval Authority</th>
<th>Executive Sponsor</th>
<th>Business Sponsor</th>
<th>IT Sponsor</th>
<th>Project Manager / Lead</th>
<th>Project Team</th>
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Approvals

________________________________ Date: ____________________
<Name>
<Author, PMO Leader, etc…>

________________________________ Date: ____________________
<Name>
<Department Leader>

________________________________ Date: ____________________
<Name>
<Department Leader>

< Add approvals as necessary. Ensure all Department Heads accept roles and responsibilities.>

________________________________ Date: ____________________
<Name>
<Senior Leader>