The following list of Project Roles and Responsibilities is a representative sample of the various roles that individuals may hold on a project. Not all of the roles are required, nor needed, on each and every project. On some projects, individuals may hold multiple roles with overlapping responsibilities. Ultimately, it is up to the Project Manager and Sponsor to determine what Roles are required on the project.

**Role Primary Responsibility**

**Executive Sponsor / Business Owner**

* Has a vested interest in the successful outcome of the project
* Secures funding and overall approval on project
* Vocal and visible champion for the project throughout the University
* Confirms that the project’s goals and objectives are met to ensure that the project obtains the intended business objectives

Keep abreast of major project activities

Ultimate decision maker for issues that impact the business

Provides final approval for all major scope changes

Provides project direction and setting priorities when competing objectives exist overall in project

Provide approval to proceed to each succeeding project phase

Approves the Project Schedule

Provides regular feedback to the project team on performance versus expectations

**Stakeholders**

* Has vested interest in the completion of the project and how the project will impact their specific area
* Provides information, as needed, to insure that the project stays on track and meets the intended goals and deliverables

**SME / Functional Leads**

* Provides subject matter expertise for department functions
* Accurately and effectively represents the business needs of their department and the inter-relationships between departments
* Provides guidance and insight for the Project’s roll-out within their areas of responsibility
* Makes project decisions on behalf of their respective departments
* Obtains consensus within their department for broad business impactful decisions
* Keeps key departmental sponsors and stakeholders abreast of major project activities
* Provides and shares feedback on deliverables.
* Provides testing support

**ITS Sponsor**

* Vocal and visible champion for the project throughout ITS and the University along with Business Sponsor

Keeps abreast of major project activities and provides additional information requested by the Business Sponsor.

When necessary, addresses issues with project priorities and resource constraints as escalated by the Product Owner or Project Manager

Final escalation point for all ITS issues

**ITS Product Owner**

* Oversight for the product’s seam-less hardware and software integration within the Loyola architecture

Owner of all application integration design

Identifies needed technical resources

Escalation point for technical issues

Owner of vendor management and relationships for product support

Responsible for product versioning and upgrade decisions

Decision maker for product configuration and infrastructure design

**Project Manager**

* Responsible for ensuring that the project team completes the project within time, scope and budget
* Has ownership for all Project Management tasks and activities

Responsible for development and management of the overall project plan

Gathering approval for deliverables from Project Sponsors

Responsible for managing project risks

Responsible for communication to stakeholders

Responsible for ongoing status reporting, including project health

Responsible for overall management of the vendor relationships

Responsible for addressing issues with resource constraints

Responsible for identifying need for escalation of issues

**Project Administrator**

* + - * Provides project management support with various assigned administrative tasks
      * Assists in managing project plans and budgets

Coordinates and schedules team meetings and project activities

Assists with creating status reports

Assists with developing and distributing meeting notes and team communication

Assists with other project related duties as assigned by the Project Manager

**Business Analyst**

* + - * Analyzes and develops an understanding of the current state processes to ensure that the context and implications of change are understood by the department and the project team
      * Develops an understanding of how present and future business needs will impact the solution
      * Identifies the sources of requirements and understands how roles help determine the relative validity of requirements
      * Develops a Requirements Management Plan and shares with the Project Team and all stakeholders
      * Identifies and documents all business, technical, product and process requirements
      * Works with the department to prioritize the requirements
      * Helps to define acceptance criteria for completion of the solution

**Project Steward**

* Recognized as a Functional Area expert and the departmental Project Champion

Provides assistance with the development of the implementation plan and implementation support

**ITS Server Team**

* Provides assistance and support for developing and implementing the appropriate and required hardware environment

**ITS Database Team**

* Provides assistance and support developing and implementing the appropriate and required database environment

**ITS Security Team**

* Provides assistance and support for developing and implementing the appropriate and required security environment

**ITS Help Desk Team**

* Provides help desk support after implementation

Provides support for access issues, network issues, and security and firewall problems

**Vendors**

* Contracted to provide goods or services that the project will require