PROJECT MANAGEMENT TOOLKIT
Project Roles and Responsibilities

Waterfall

The table on the following pages define the typical roles and responsibilities using the Waterfall methodology of Project Management. Not all projects require all roles, some roles may have more than one individual, and some individuals may play more than one role.

Project Role	Responsibilities
Executive Sponsor	• The top decision maker authorized to engage the project and fund it • Has ultimate authority and responsibility for the project • Approves changes to scope at a high level • Provides additional funds for scope changes
Project Sponsor	• The top decision maker authorized to engage the project and fund it • Has ultimate authority and responsibility for the project • Makes the business decisions for the project • Makes user resources available • Approves deliverables in conjunction with Steering Committee
Steering Committee	• Key people that assist the project manager in making decisions and moving the project forward • Provides leadership in support of the project on behalf of stakeholders • Resolves issues escalated by the project manager or project team leads
Project Manager *Remember that a Project Manager (generally) should not be assigned tasks that are performed by the Project Team Members.*	• Oversees the project work plan through management, review, and prioritization • Reports on status • Leads project team that is responsible for achieving the project objectives • Responsible for ensuring project goals, objectives and deliverables are accomplished on time, on budget • Creates project plan and deliverables with project leads • Schedule and facilitate project team meetings • Provides status and progress reviews to Executive Sponsor and Steering Committee • May manage and lead various team resources • Brings issues and recommends resource and policy changes to the Steering Committee as needed • Identifies required project team members • Motivates and coaches team members • Coordinates with leads to develop Communications, Risk Management, Training and Testing plans

Project Role	Responsibilities
Project Team Lead	• Responsible for contributing to overall project objectives and specific team deliverables • Manages specific project plan activities and contributes to project plan development in collaboration with project manager • Coordinates documentation, testing, and training, and any additional efforts related to the project plan • May be assigned full or part time to project activities
Project Team Member	• Supports the project manager in performing work of the project to achieve its objectives • Escalates issues to team lead for resolution • May be assigned full or part time to project activities
Project Management Assistant	• Assists the project manager in achieving the project objectives
Business Lead	• Represents the stakeholders and makes decisions on their behalf • Participates as project team member to ensure project achieves its objectives
Stakeholders/ End Users	• An individual, group, or organization that may affect or be affected by outcome of the project • Participate in User Acceptance Testing (UAT) and other activities associated with the project • Provides source information to the team • Provides business understanding of the organization • Represents the user area in identifying procedures • Reviews and confirms major products for the project

Other Roles:

- Tech Support
- Database
- Application Developer
- Business Analyst
- Training Support
- Change Control Board

SCRUM

There are different roles when using the SCRUM methodology of Agile Project Management.

Project Role	Responsibilities
Product Owner	• Provides the vision of what to build and conveys that to the team • Focuses on business and market requirements • Prioritizes all the work that needs to be done • Builds and manages the backlog • Interacts with the team and other stakeholders to make sure everyone understands the items in the backlog • Motivates the team with a goal and vision
SCRUM Master	• Organizes meetings • Deals with roadblocks and challenges • Works with the Product Owner to ensure the backlog is ready for the next sprint • Makes sure the team follows the Scrum process
SCRUM Team	• Works together, helps each other, and shares a deep sense of camaraderie • Owns the plan for each sprint; they anticipate how much work they can complete in each iteration

Kanban

There are no roles in the Kanban board methodology of Agile Project Management.

Project Role	Responsibilities
N/A	• None