**Project Roles and Responsibilities**

[Replace the logo with your company logo. Remember to update the document footer as well.]

|  |  |
| --- | --- |
| **Project Title/Code:** |  |
| **Date:** |  |
| **Document Version:** |  |

# Introduction

This document sets out the roles and responsibilities for each position on the project team.

[Use your project organisation structure to establish the roles on the team, and then include them in the sections below. You can also link this document (or incorporate it) into your human resource plan and responsibility assignment matrix. Update the document when project roles are added or removed from your team.]

# Governance Roles

|  |  |  |
| --- | --- | --- |
| Title | Name/Department | Responsibilities |
| Project Sponsor | [Name]  [Department] | * Overall project owner * Point of escalation for issues outside of the project manager’s sphere of control * Approves plan * Approves changes to plan, scope, budget and timescales * Owner of the budget * Champions the project amongst his/her peers and provides leadership as required * Delivers project communications as required * Chairs Steering Group meetings |
| Steering Group | * [Name, Department] * [Name, Department] * [Name, Department] | * Support the Project Sponsor * Provide senior level governance, oversight and insight into the plan, budget, timescales and scope * Owners of resources and makes these available to the project as required * Deliver project communications as required * Attend Steering Group meetings |

**Core Project Team Roles**

|  |  |  |
| --- | --- | --- |
| Title | Name/Department | Responsibilities |
| Project Manager | [Name]  [Department] | * Manages and leads the project team * Provides overall management, oversight and tracking to keep the project on track to complete according to the agreed baselines * Provides detailed project planning, monitoring and control * Logs and manages risks and issues, escalating to Steering Group and Project Sponsor as appropriate * Manages change control * Tracks and manages the budget * Reviews and signs off all appropriate plans and deliverables * Liaises with the user or business community to ensure the solution is fit for purpose and for wider stakeholder engagement * Carries out change management activities or works with the change manager to do this * Provides regular status reports to the relevant individuals on an agreed schedule * Produces and delivers project communications * Attends Steering Group meetings |
| IT Lead | [Name]  [Department] | * Manages the IT workstream and resources * Provides input to regular project reporting as required by the project manager * Plans, schedules and completes technical testing * Prepares the appropriate technical and support documentation as required * Participates in project team meetings * Provides expert input and best practice guidance on areas of subject matter expertise e.g. interfaces, architecture |
| Subject Matter Expert | [Name]  [Department] | * Provide expert input and best practice guidance on areas of subject matter expertise e.g. marketing, business processes etc   [update this section and add as many core project team members from different business units as you have] |
| Supplier Project Manager | [Name]  [Company] | * Manages the project for the supplier * Provides input to the project manager as required for reporting and status updates * Delivers the work within the agreed budget * Acts as a conduit for access to other supplier specialist resources * Communicates clearly and engages stakeholders at all levels * Day-to-day management of supplier resources * Provides expert input and best practice guidance on areas of subject matter expertise e.g. [add whatever it is in here] * Supports training and knowledge transfer back to the client organisation |

**Wider Project Team Roles**

[Add details in here of any individuals that do not form part of your core team but who provide ad hoc guidance to the team or who may have a role on the project for a short while e.g. IT Security Manager, Press Office Team etc.]

|  |  |  |
| --- | --- | --- |
| Title | Name/Department | Responsibilities |
|  |  |  |

**Other Notes**

[Use this space to record any other information relevant to your project’s roles and responsibilities, or delete it if you don’t need it.]