**Project Roles**

| **Project Sponsor** | **Project Owner** | **Project Manager** | **Core Project Team Member** | **Key Resources** | **Stakeholder** |
| --- | --- | --- | --- | --- | --- |
| **Responsibilities** |
| Defines project and provides directionProcures and approves project resourcesSupports Project Manager in identifying stakeholders and gaining buy-inEnsures project team is kept abreast of organizational strategies and other initiatives that may impact the projectRemoves barriers to team progress, problem solving, resourcing and cross functional collaborationApproves all milestone deliverables, from initiation to closure  | Communicates clear expectations and measures of successPrioritizes and provides resources (people, tools and time)Audits project for direction and deliverable qualityClarifies and interprets relevant business policies and guidelines | Has overall responsibility for the initiation, planning, design, execution, monitoring, controlling and closure phases of projectDefines resource requirements, establishes project organization and manages project teamAssigns tasks to team members, tracks progressMaintains all project documentation, ensuring information is accurate and up to dateEnsures deliverables are completed according to requirements and timelineEnsures deliverables meet or exceed expectationsEnsures project meets all compliance, governance and ethics standardsProactively identifies and manages areas of risk, uncertainty or conflict | Performs tasks as assigned by the Project ManagerAccountable for quality and timeliness of deliverablesAsks questions to clearly understand tasks and expectationsReports potential issues promptly and presents alternative plans Supports Project Manager in gaining and retaining buy in and support from stakeholdersStay informed of other parts of the project and how they affect overall project objectivesSupports other team members with a goal towards team success | Provides skills, knowledge and abilities as subject matter experts (SMEs)Lends support due to schedule flexibility and availabilityValidates tasks performed by team membersCoaches team members with the creation of deliverablesSupports Project Manager by developing sub-project plans for area of expertise/responsibility | Serves as a liaison between the project team and their own functional area(s) by reviewing, commenting on, and distributing project team communications to all potentially impacted partiesStays informed of project goals, objectives and progressProvides actionable and constructive feedback to ensure project comprehensive successShares environmental information that may have impact on project |
| **Communication** |
| Attends management briefings to stay informedReviews project status reports and dashboards, asking questions to understand and to escalate if necessary | Meets regularly with Project Manager to track status, issues, scope, schedule, etc. Provides regular progress updates to Project SponsorEscalates key issues and risks to Project Sponsor with plans to solve, mitigate or recover | Organizes and facilitates regular meetings with Core TeamCommunicates regularly with Project Sponsor, Project Owner and other stakeholders to update and manage expectationsSustains buy-in at all levels Gives stakeholders a voice throughout the project | Attends regular project meetingsRegularly communicates with stakeholders and provides opportunities for their input as it relates to assigned deliverables | Attends project meetings, as needed | Attends stakeholder briefing meetings to stay informedReviews project status reports, asking questions to understand and to escalate if necessary |
| **Learning and Growth** |
| Provides input and constructive feedback to Project Owner and Project Manager Motivates Project Team, acknowledges achievements, and recognizes milestones | Recognizes individual achievements and manages performance issuesCollaborates with peers to coordinate performance management opportunities and issues | Mentors team members for leadership development and skills enhancementSolicits/gives and acts upon feedback to and from team members, peers and stakeholdersEscalates individual performance issues to Project Owner | Solicits/gives and acts upon feedback to and from team members, peers and stakeholdersSeeks opportunities to learn and self-improve | Solicits/gives and acts upon feedback to and from team members, peers and stakeholdersSeeks opportunities to learn and self-improve |  |