**Project Roles**

| **Project Sponsor** | **Project Owner** | **Project Manager** | **Core Project Team Member** | **Key Resources** | **Stakeholder** |
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| **Responsibilities** | | | | | |
| Defines project and provides direction  Procures and approves project resources  Supports Project Manager in identifying stakeholders and gaining buy-in  Ensures project team is kept abreast of organizational strategies and other initiatives that may impact the project  Removes barriers to team progress, problem solving, resourcing and cross functional collaboration  Approves all milestone deliverables, from initiation to closure | Communicates clear expectations and measures of success  Prioritizes and provides resources (people, tools and time)  Audits project for direction and deliverable quality  Clarifies and interprets relevant business policies and guidelines | Has overall responsibility for the initiation, planning, design, execution, monitoring, controlling and closure phases of project  Defines resource requirements, establishes project organization and manages project team  Assigns tasks to team members, tracks progress  Maintains all project documentation, ensuring information is accurate and up to date  Ensures deliverables are completed according to requirements and timeline  Ensures deliverables meet or exceed expectations  Ensures project meets all compliance, governance and ethics standards  Proactively identifies and manages areas of risk, uncertainty or conflict | Performs tasks as assigned by the Project Manager  Accountable for quality and timeliness of deliverables  Asks questions to clearly understand tasks and expectations  Reports potential issues promptly and presents alternative plans  Supports Project Manager in gaining and retaining buy in and support from stakeholders  Stay informed of other parts of the project and how they affect overall project objectives  Supports 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 availability  Validates tasks performed by team members  Coaches team members with the creation of deliverables  Supports 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 parties  Stays informed of project goals, objectives and progress  Provides actionable and constructive feedback to ensure project comprehensive success  Shares environmental information that may have impact on project |
| **Communication** | | | | | |
| Attends management briefings to stay informed  Reviews 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 Sponsor  Escalates key issues and risks to Project Sponsor with plans to solve, mitigate or recover | Organizes and facilitates regular meetings with Core Team  Communicates regularly with Project Sponsor, Project Owner and other stakeholders to update and manage expectations  Sustains buy-in at all levels  Gives stakeholders a voice throughout the project | Attends regular project meetings  Regularly 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 informed  Reviews 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 issues  Collaborates with peers to coordinate performance management opportunities and issues | Mentors team members for leadership development and skills enhancement  Solicits/gives and acts upon feedback to and from team members, peers and stakeholders  Escalates individual performance issues to Project Owner | Solicits/gives and acts upon feedback to and from team members, peers and stakeholders  Seeks opportunities to learn and self-improve | Solicits/gives and acts upon feedback to and from team members, peers and stakeholders  Seeks opportunities to learn and self-improve |  |