

## Stakeholder Roles and Responsibilities

See [Professional figures](#)

Role	Responsibilities	Typically Carried Out By..
Executive Sponsor	<ol style="list-style-type: none"> <li>1. Owns the project; may directly fund the project</li> <li>2. Is responsible for the benefits.</li> <li>3. Provides appropriate resources and key Subject Matter Experts (SME's) to the project in a timely manner</li> <li>4. Works closely with the Project Manager to deliver the benefits.</li> <li>5. Chairs the Steering Committee (if required)</li> <li>6. Approves:               <ul style="list-style-type: none"> <li>⇒ Project Initiation Plan</li> <li>⇒ Statement of Scope</li> <li>⇒ Project Plan</li> <li>⇒ Any changes to the Plan, scope or benefits</li> </ul> </li> <li>7. Monitors project progress and works to keep the project on track</li> <li>8. Gives advice to the project manager on business strategy, priorities and other business matters</li> <li>9. Acts to resolve issues quickly, understanding that unresolved issues can cause significant project impact</li> <li>10. Ensures all key project deliverables are appropriately reviewed and approved (such as Requirements Spec, Implementation Plan, Business Impact Statement)</li> </ol>	<p>Business Unit Head (such as Registrar, CFO, Director Facilities, V-P HR)</p> <p>Senior Academic</p> <p>CIO</p>
Sponsor	<ol style="list-style-type: none"> <li>1. Appoints the Project Manager (If it is a “business” project, the project manager is appointed by the business sponsor and the technical lead is appointed by the OIT Director to whom that individual reports.)</li> <li>2. Consults with the Executive Sponsor to establish a form of ‘contract’ to deliver the project against agreed terms (such as resources and time).</li> <li>3. Sits on the Steering Committee. Represents OIT’s interests on the SC</li> <li>4. Approves:               <ul style="list-style-type: none"> <li>⇒ Project Initiation Plan</li> </ul> </li> </ol>	<p>Bus./Technical Manager or Director</p> <p>Director of OIT Group</p> <p>Any other CIO direct report</p>

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Project Manager	<p>It is trite to state the project manager's principal responsibility is to deliver a successful project. What this means in practice is:</p> <ol style="list-style-type: none"> <li>1. Manage the development of the following key deliverables: <ul style="list-style-type: none"> <li>⇒ The Project Initiation Plan</li> <li>⇒ Detail Plan</li> </ul> </li> <li>2. Ensure the project is initiated against a plan</li> <li>3. Gain buy-in from key stakeholders and keep their interest and level involvement right throughout the project.</li> <li>4. Ensure everyone is aware of their role and have agreed to their responsibilities.</li> <li>5. Keep people informed of what is happening with the project: set up a project web-site or some other communication 'hub' where any interested party can find information about the project.</li> <li>6. Run regular meetings with team members and other involved groups.</li> <li>7. Measure the performance of the project. Know how the project is performing against milestones, time frames, deliverables, budget and resources.</li> </ol> <p><i>1.1.1 Project Manager</i></p> <p>The responsibilities of the Project Manager will be:</p>	<p>Often a functional manager who runs projects as well</p> <p>OIT project manager for internal projects</p> <p>For larger projects, a specialist project manager should take on this role</p>

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	<ul style="list-style-type: none"> <li>• Day to day responsibility for management of all Project activities.</li> <li>• Prepare and implement the Project Execution Plan.</li> <li>• Prepare Project status reports.</li> <li>• Be accountable to the Project Sponsor for the success of the Project in terms of timetable, costs and achievement of objectives.</li> <li>• Re-appraise Project priorities and scheduled activities, and subsequently develop and recommend changes to the Project Plan.</li> <li>• Oversee the production and maintenance of all Project plans.</li> <li>• Monitor and update progress of the Project against the Plan.</li> </ul>	
Steering Committee	<p>The SC should be set up and chaired by the Sponsor. Its membership should be comprised of representatives of all key stakeholder groups. The OIT Director and Project Manager should sit on the SC.</p> <p>In some cases, the SC may be replaced by a broader representative committee (such as the Financial Projects SC or the Student Business SC).</p>	
Projects Coordinator	<p>Where an OIT Group runs a lot of projects then a Projects Coordinator may be appointed to assist the OIT Manager/ Director in organizing projects. This is NOT a management role per se, rather the role assists in the communication, data gathering, information management functions.</p> <p>Where this role is not explicitly appointed, then the OIT Manager or Director may share these duties with the Project Managers.</p>	
Partner Organization		
Local Government		
Central Government		
Beneficiaries		

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