Sample Role Descriptions

Treat these not as prescriptions or a template, but as a starting point for thinking through what is right for your project. Then document your own set of role descriptions.

Project Board

☐ Provide overall strategic business direction.

☐ Approve the appointment and responsibilities of the Project Manager.

☐ Approve key project documents like the definition document (Step 1), business case (Step 2) and Plan (Step 3).

☐ Make the key "go/no go" decisions at stage boundaries, taking account of the strategic fit.

☐ Commit the necessary funds and resources when the project is approved to move from one stage to the next.

☐ Provide the level of project oversight that is consistent with the principles of good governance, and to prescribe the format for project reporting to enable this.

☐ Be the point of escalation for any issues arising from the project.

☐ Make decisions within its delegations and identify matters that need to be approved at a higher level. Within this responsibility, to dictate requirements on format for requests for decision, respond within agreed timeframe, and set up clear delegation of authority when appropriate.

☐ Acts as Change Authority, authorising major changes to specification or the project plan.

☐ Review the lessons learnt report and endorse it for circulation, to ensure action.

☐ Approve the end of project report and project closure.

Project Sponsor

☐ Provide overall strategic business direction to the project.

☐ Identify and brief the project manager.

☐ Provide support, guidance and focus to the project manager when required.

☐ Ensure that the scope of the project is fully defined and documented as well as being consistent with organisational objectives.

☐ Conduct project reviews with the project manager to review current status and progress against plans as well as key project issues, risks and dependencies.

☐ Be the point of escalation for any issues or conflicts arising from the project which cannot be resolved by the Project Manager and facilitate provision of necessary resources.

☐ Make decisions within their delegations and identify matters that need to be approved at higher levels.

☐ Provide quality assurance for the project.

☐ Represent the project within the department or organisation and outside the organisation.

☐ Negotiate solutions at a senior level to problems between the project and external bodies.

☐ Chair the Project Board.

How to Manage a great Project will be published in December 2013
www.manageagreatproject.wordpress.com

Project Manager

- ☐ Understand and document the goal, objectives and scope of the project, and then define the precise scope and specific deliverables required.

- ☐ Deliver key project documentation such as the Project Definition Document, Project Plan, Business Case, and issue and risks logs.

- ☐ Manage stakeholders, listening to their concerns and influencing their actions.

- ☐ Design and develop Project Plans, Stage Plans, Contingency Plans and, where necessary, Exception Plans to deal with exceptional circumstances.

- ☐ Identify the key people needed for the delivery of the project and bring these people together to form a project team.

- ☐ Allocate tasks to team members and ensure they are completed within the required timeframe and to the required quality

- ☐ Run regular project team meetings that define the project, plan its delivery, and then review progress and identify required action.

- ☐ Take responsibility for risk and issue management.

- ☐ Manage the day-to-day running of the project, monitoring and controlling performance, taking corrective action when necessary, within delegated authority.

- ☐ Manage the project budget.

- ☐ Produce regular progress reports that show progress against the current plan along with the key project issues, risk and dependencies, and maintaining a complete, auditable record of decisions.

- ☐ Liaise with related projects to ensure that work is not overlooked or duplicated, and that resource or schedule inter-dependencies are managed.

- ☐ Attend Project Board meetings, providing progress updates.

- ☐ Agree the technical and quality aspects of the project with the appropriate Project Board members.

- ☐ Complete all actions set out in the Project Closure Checklist.

- ☐ Ensure that lessons learnt are identified and recorded.