

Project Management

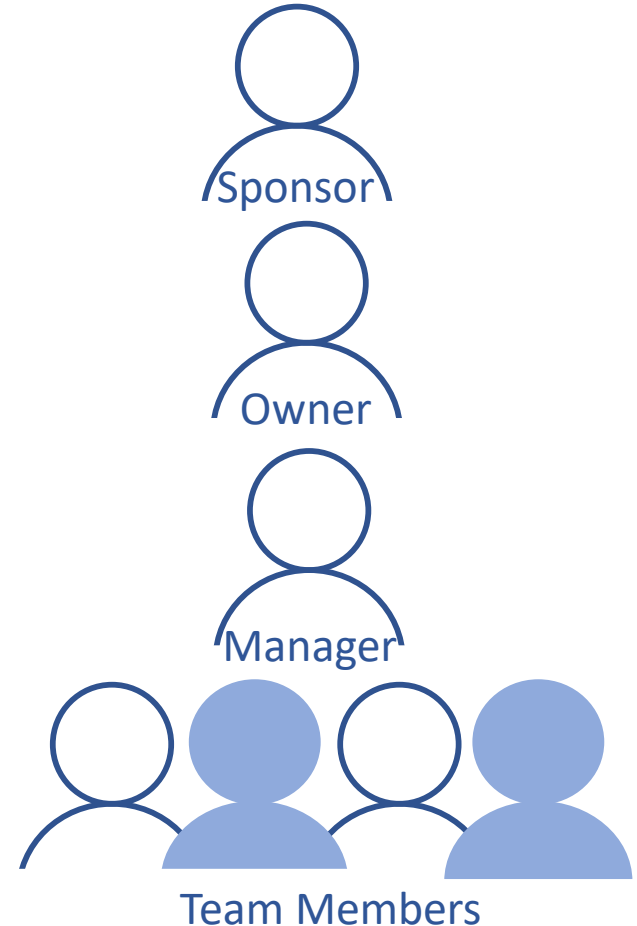
Buffalo State Data
Science and Analytics



Common Project Roles

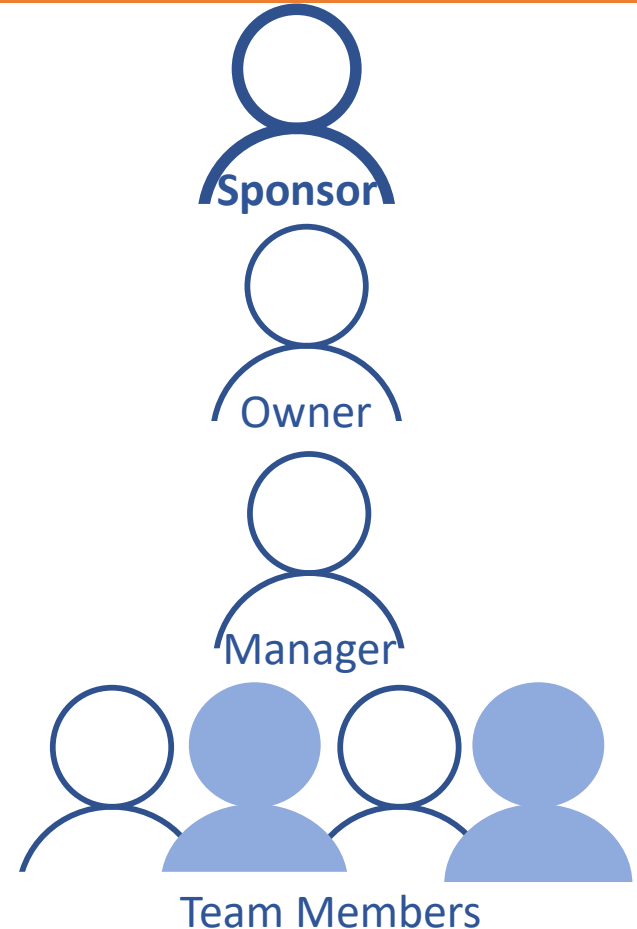
Common Project Roles

- Project Sponsor
- Project Owner
- Project Manager
- Team Member



Common Project Roles

- **Project Sponsor**
- Project Owner
- Project Manager
- Team Member



Who is the Project Sponsor?

- The project sponsor is an individual or a group that sanctions a project.
- All deliverables are confirmed and accepted by the sponsor.
- Main funding is generally signed off by the project sponsor.

What are the Duties of the Project Sponsor?

The project sponsor will:

- Develop the initial project scope.
- Negotiate the project funding, timing, and quality.
- Review changes to the project.
- Evaluate and approve the final project outcomes.



What is the Project Sponsor Responsible for?



Providing the business case (reason for initiating a project).



Being available to the project team.

What is the Project Sponsor Accountable for?



The project sponsor is accountable for effectively communicating their vision.



They are also accountable for the the ethical ramifications of the project.

What should the Project Sponsor be Consulted Regarding?



The project sponsor should be consulted about key decisions or changes to the project (scope, time, cost).

What should the Project Sponsor be Informed About?



The project sponsor should be informed about the overall progress of the project throughout its duration, not all the details.

When is the Project Sponsor Involved?

- Project sponsor provides the Business Case

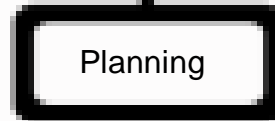


Initiation

- The project sponsor is kept informed



Execution



Planning

- The project sponsor is not involved



Who does the Project Sponsor work with?

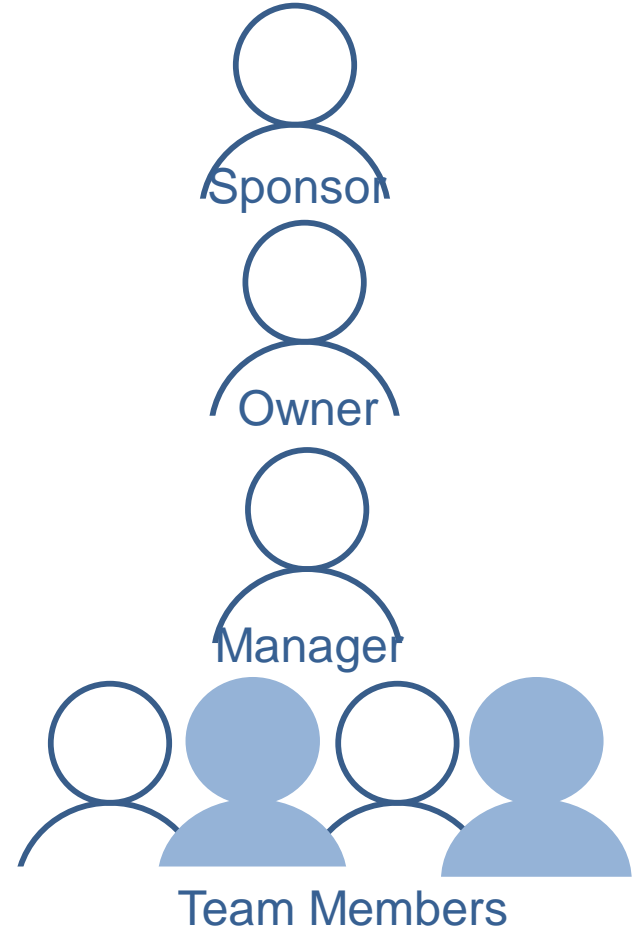
The project sponsor should work directly with the project owner. The project sponsor will share their idea for the project and are typically also responsible for securing funding.



An Example:

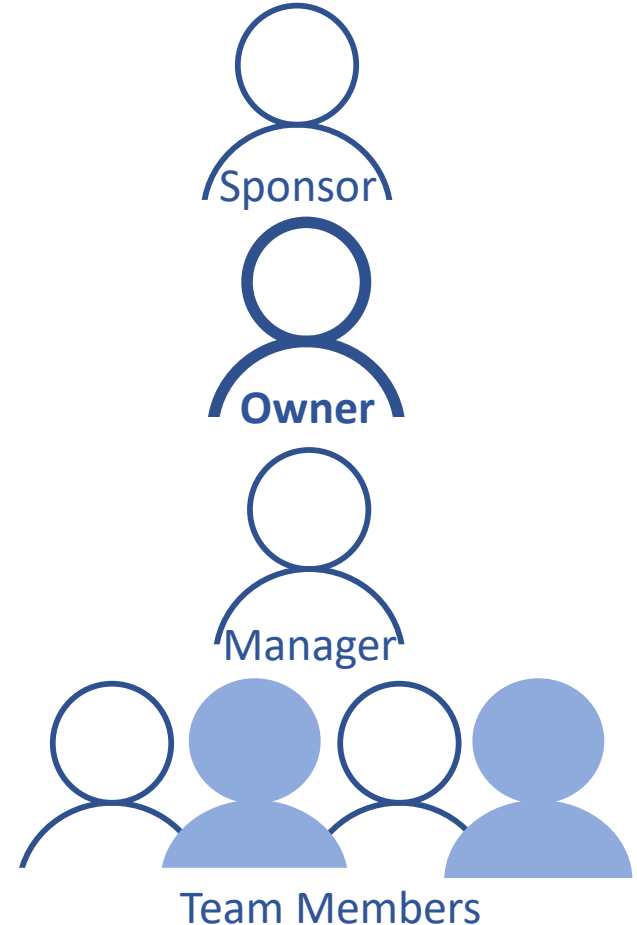
Project LaCEM

Joaquin Carbonara is the project sponsor. He proposed the use of adding project management to the professional labs.



Common Project Roles

- Project Sponsor
- **Project Owner**
- Project Manager
- Team Member



Who is the Project Owner?

The project owner is the person who will communicate the project vision to the project manager and team members.



Why it the Project Owner Important?

The role of the project owner is important because they are responsible for the overall vision and make sure that the project continues in the right direction.

What are the Duties of the Project Owner?

The project owner will:

- Limit scope and manage expectations
- Clearly communicating the project goals
- Determine what can be completed, how much it is going to cost, and what time frame it will take
- Make sure the team has the resources it needs to be successful

What is the Project Owner Responsible for?



The project owner is responsible for determining the feasibility of the product aka can this project be completed the way the sponsor wants, in their timeframe, and for their price.



The project owner is also responsible for making adjustments throughout the life of the product.

What is the Project Owner Accountable for?



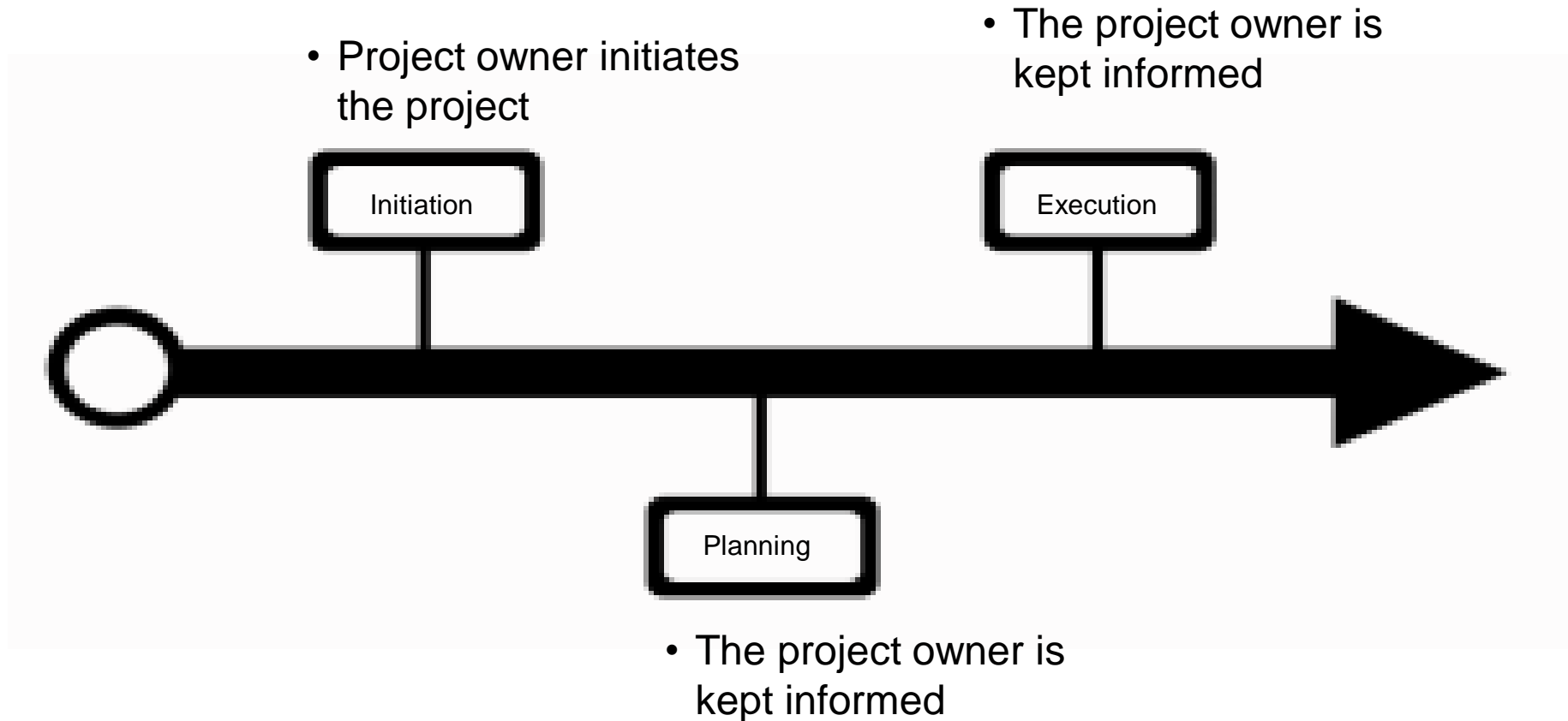
The project owner is accountable for the outcome of the project and making sure that it is completed on time, on budget and at the correct level of quality.

What should the Project Owner be Informed About?



The project owner should be informed about the progress of the project throughout its duration.

When is the Project Owner Involved?



Who does Project Owner work with?

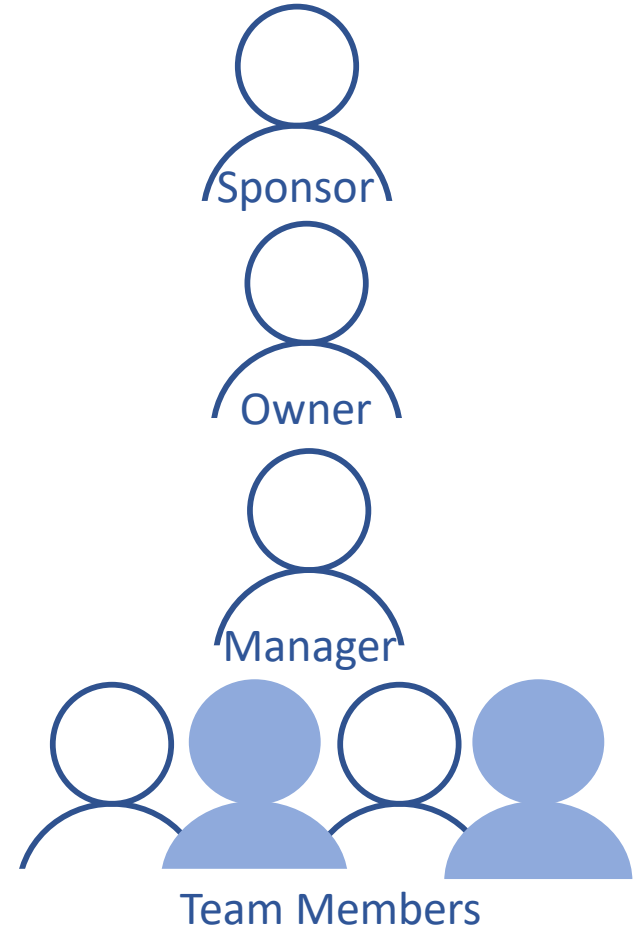
The project owner will work with the project sponsor to understand the project and create an agreement of what will be completed, by when, for what cost.

The project owner will also work with the project manager to communicate the vision of the project.

An Example:

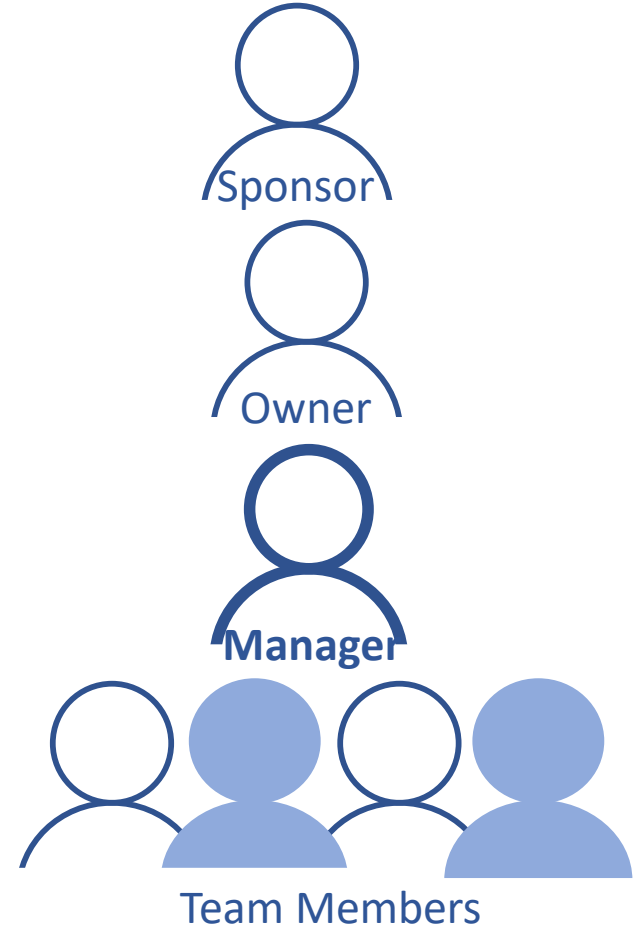
Project LaCEM

A.H. Fernando is the project owner he explained the vision of the project to the project manager and make sure that the project stayed on track.



Common Project Roles

- Project Sponsor
- Project Owner
- **Project Manager**
- Team Member



Who is the Project Manager?

The project manager is the person who plans and executes the project.



Why it the Project Manager Important?

The role of the project manager is important because they lead the project and make sure that everything that needs to be completed is assigned to a team members and is finished.

What are the Duties of the Project Manager?

The project manager will:

- Recruit the team members
- Assign tasks
- Organize meetings and regularly communicate with team
- Record progress on project

What is the Project Manager Responsible for?

The project manager is responsible for creating a plan of how the project is going to be completed, who is going to be completing each task and when they will be completed by. The project manager also assesses the progress and performance of the project and its team.

What is the Project Manager Accountable for?



The project manager is accountable for making sure that tasks are completed by the assigned person at the right time and for the correct cost.

What should the Project Manager be Consulted Regarding?



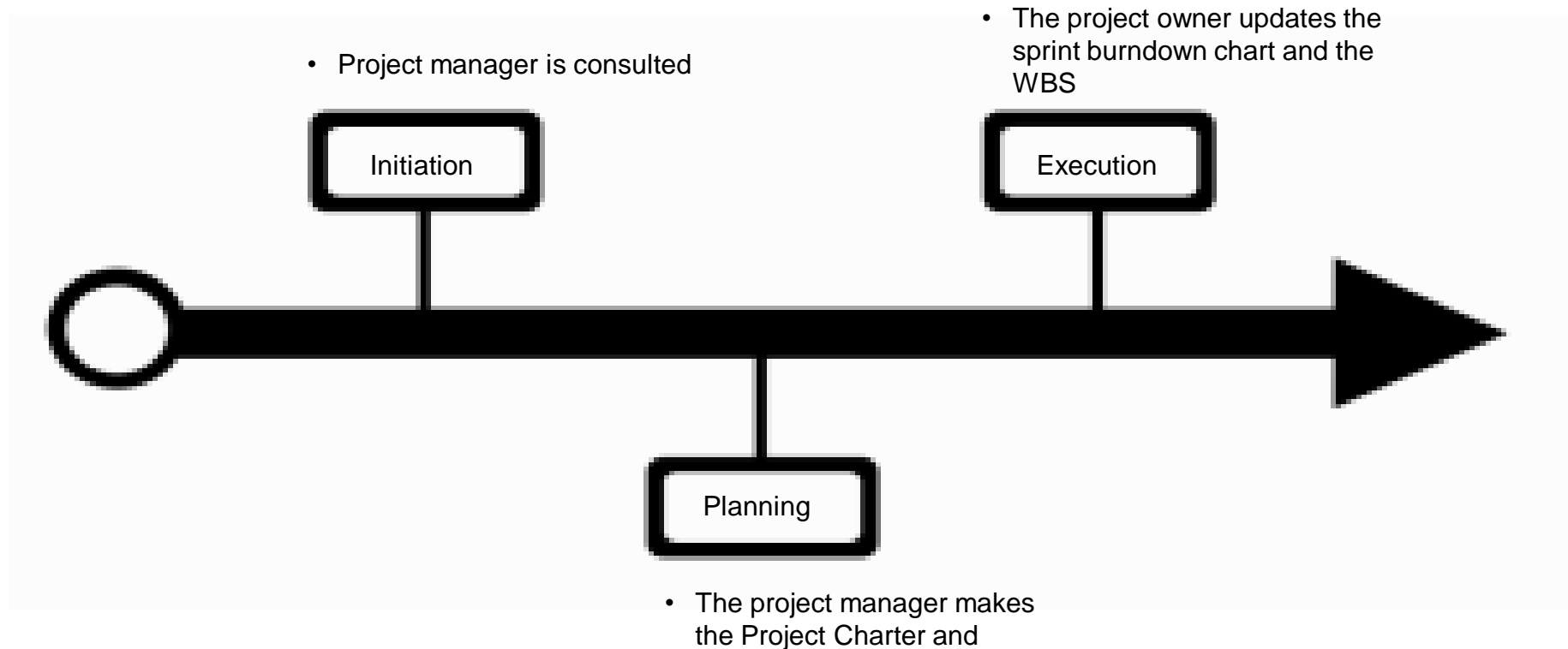
The project manager should be consulted regarding the business case (reason for initiating a project) as they will know if they can create a team who will be able to complete the work.

What should the Project Manager be Informed about?



The project manager should be informed about the progress of the team members.

When is the Project Manager Involved?



Who does Project Manager work with?

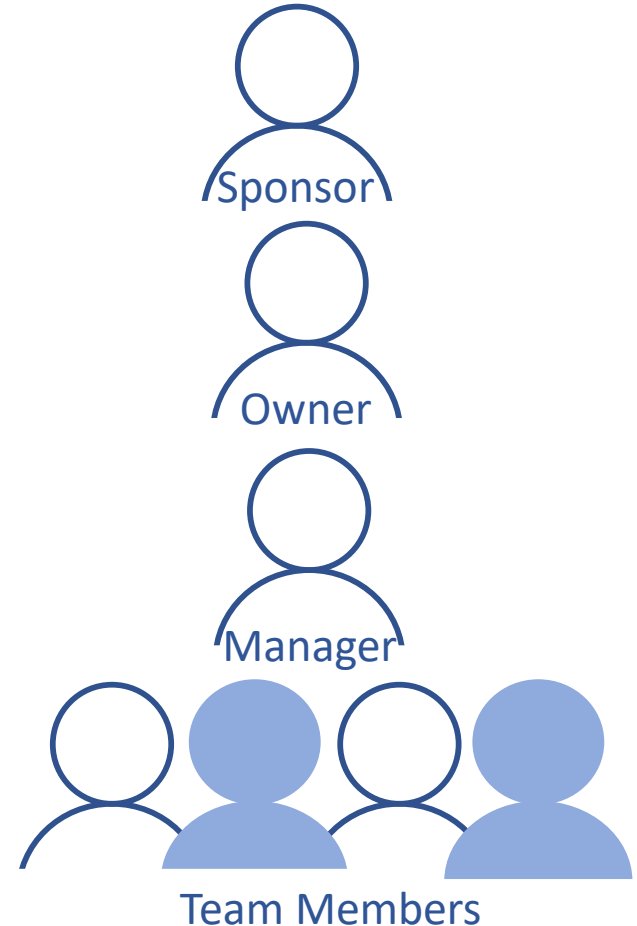
- The project manager will work with the project owner to understand the vision of the project so that they can create a plan to execute this vision.
- The project manager will also work with the team members consulting them for their expert advice when needed and assigned them tasks.



An Example:

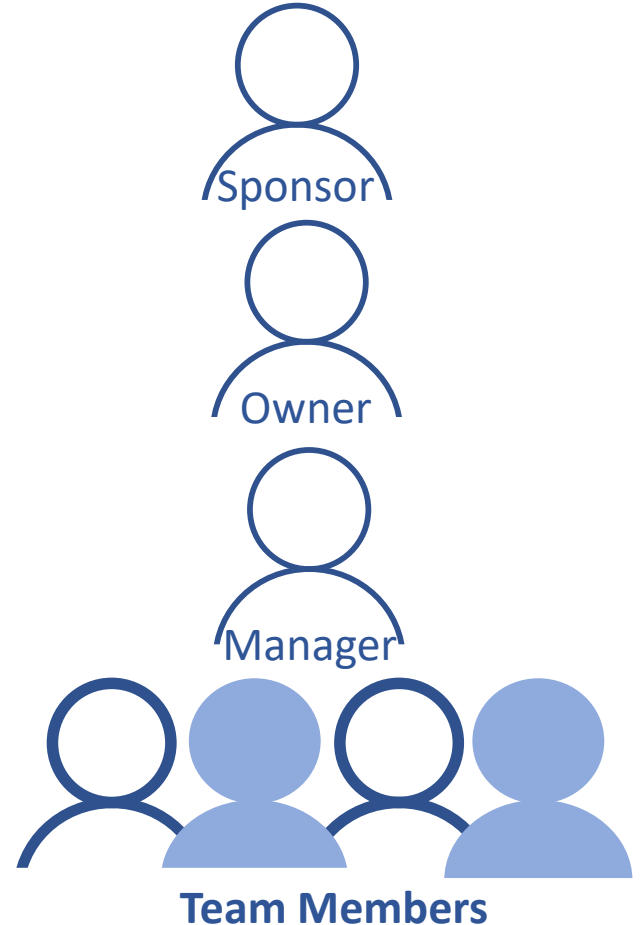
Project LaCEM

- Heather Campbell is the project manager. She assigns tasks to the team members and is updated on their progress. She was responsible for writing the project charter, creating the WBS and monitoring progress through out the project.



Common Project Roles

- Project Sponsor
- Project Owner
- Project Manager
- **Team Member**



Who are the Team Members?

The team members are the people who work on the project.



Why are the Team Members Important?

The role of the team members are important because the project is highly dependent on them completing their assigned tasks and providing input.

What are the Duties of the Team Members?

The team members will:

- Complete tasks as assigned
- Provide expertise

Team members may be internal or external to the company.

What are the Team Members Responsible for?



The team members are responsible for completing the tasks assigned to them by the project manager.

What should the Team Members be Consulted Regarding?



The team members are consulted about different topics depending on their expertise. They may be consulted about timelines, feasibility, availability, or an area they are an expert in.

What should the Team Members be Informed About?

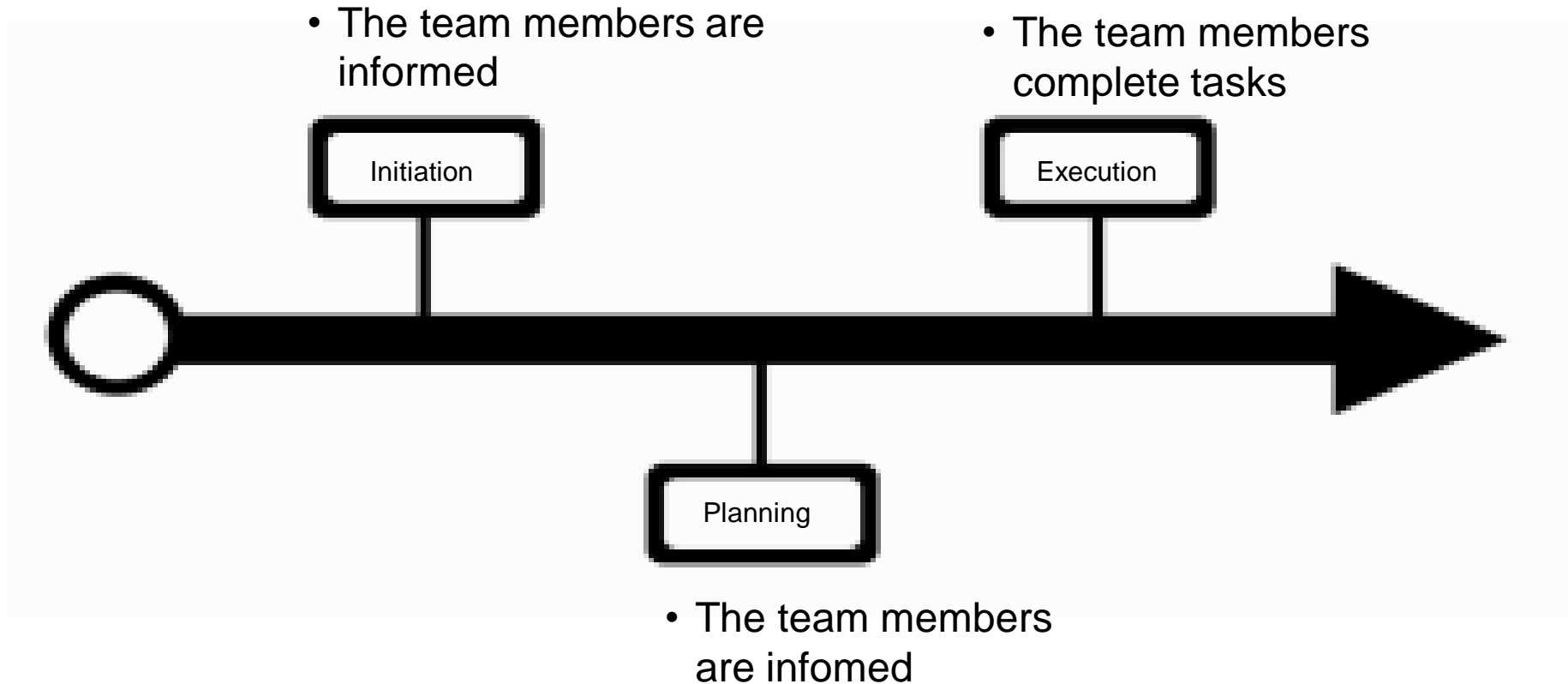


The team members should be informed about their individual responsibilities and when they need to be completed by.



They should also be informed of any suggested improvements once the project is completed.

When is the Team Members Involved?



Who do the Team Members work with?

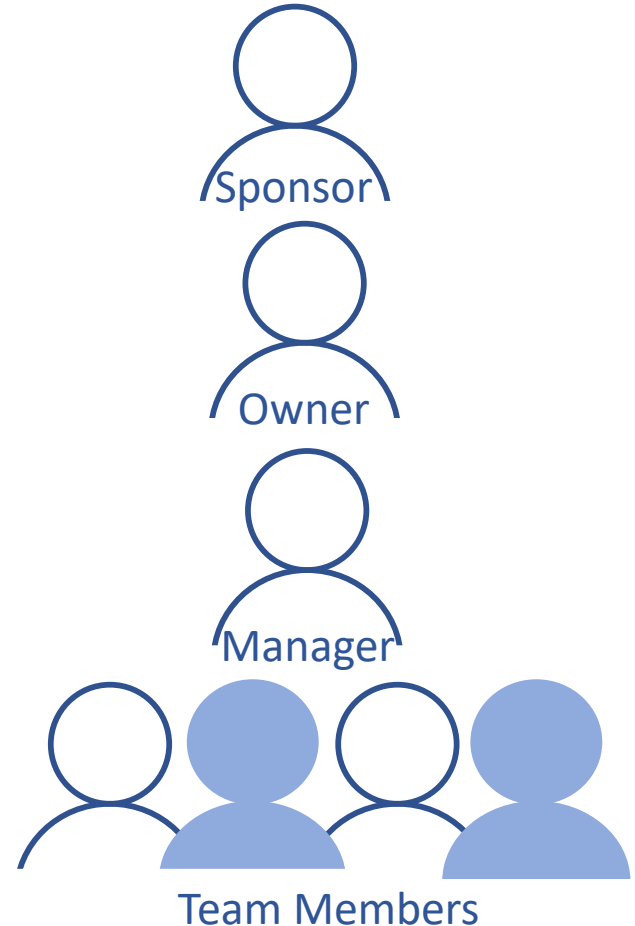
The team members will work with the project manager they will provide expert advice to the project manager when needed and will complete tasks assigned by the project manager.



An Example:

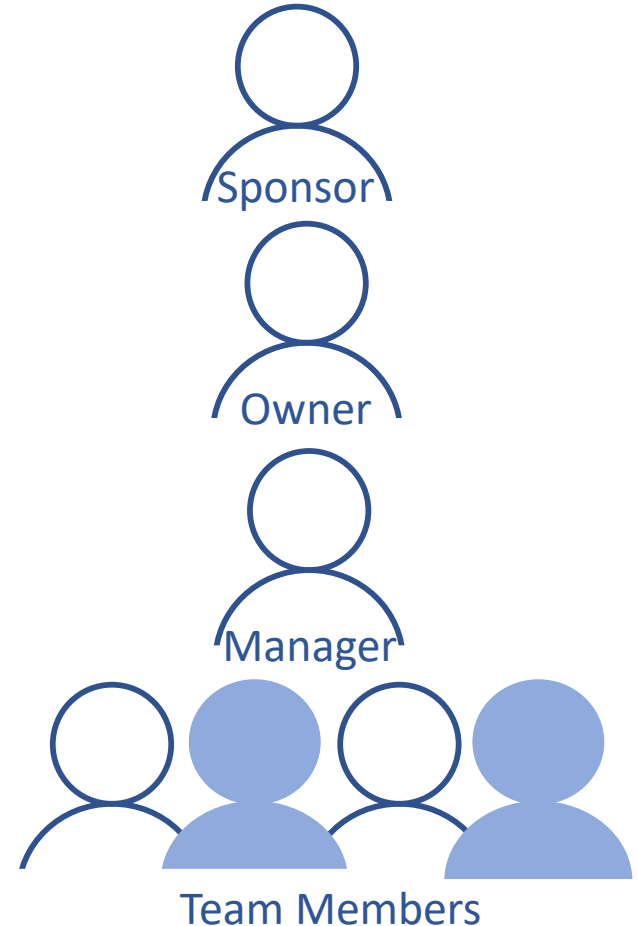
Project LaCEM

- Joaquin Carbonara, A.H. Fernando, Heather Campbell and Tiffany Fuzak are the team members.
- They all complete tasks as assigned to them by the project manager that are related to the project. For example, each team member was assigned a PowerPoint to make about a project management topic (ex. WBS). A.H. was consulted for his expertise in project management throughout the project.



Project Roles- Quick Definitions

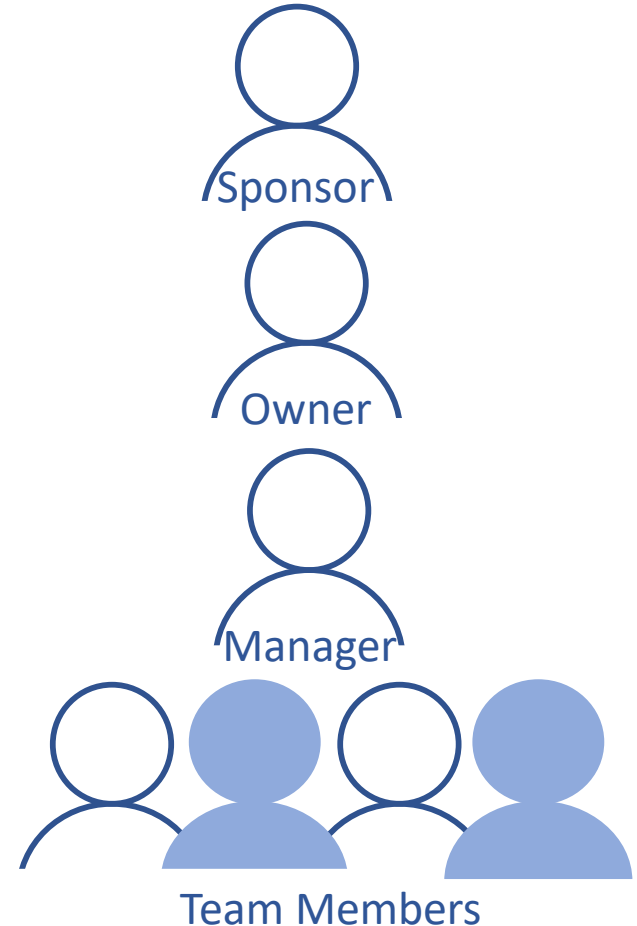
- Project Sponsor
 - Initiator (and typically funder) of the project
- Project Owner
 - Communications project vision
- Project Manager
 - Organized the details of how the project will be completed
- Team Member
 - Work on tasks related to the project
 - Provides expertise



Example of Project Roles

- Project Sponsor – Joaquin Carbonara
- Project Owner – A.H. Fernando
- Project Manager – Heather Campbell
- Team Member – Joaquin Carbonara, A.H. Fernando, Heather Campbell, Tiffany Fuzak

Typically, the sponsor, owner, and manager, would team members would not also be team members, this is a unique situation.



Resources

- Project Sponsor
 - <https://www.youtube.com/watch?v=nPPVPcviQQc>
 - <https://www.pmi.org/learning/library/importance-of-project-sponsorship-9946>
- Project Owner
 - <https://www.youtube.com/watch?v=502ILHjX9EE>
 - <https://www.atlassian.com/blog/productivity/guide-to-project-ownership-without-micromanaging>
 - <https://www.knowledgehut.com/blog/agile/project-manager-vs-product-owner>
- Project Manager
 - <https://www.youtube.com/watch?v=Vkd7JGI0-90>
 - <https://www.knowledgehut.com/blog/agile/project-manager-vs-product-owner>
 - <https://hbr.org/2016/11/five-critical-roles-in-project-management>
- Team Member
 - <https://www.youtube.com/watch?v=Vkd7JGI0-90>