

Standard Roles and Responsibilities

This describes typical roles and responsibilities for projects and programs. Roles may be assigned to one or more individuals. Conversely, individuals may play one or more roles.

1.1 Executive Sponsor

- Has ultimate authority and responsibility for a project or program
- Approves changes to scope
- Provides additional funds for scope changes
- Approves deliverables

1.2 Executive Committee (Class 4/5 Project)

- Allocates resources to support project implementation
- Advises on issues escalated by Steering Committee
- Exemplifies rapid analysis and decision-making characteristics imperative of all project team members
- Prioritizes project to demonstrate its importance and timeliness across other UCSC objectives
- Recommends a communication plan within the UCSC community
- Provides information and expert advice about campus plans for other projects or system developments that impact project timelines, deliverables, or resources
- Recommends resolution of scope related matters
- Advises on strategic partnerships

1.3 Steering Committee

- Provides campus wide leadership in support of the project
- Resolves issues escalated by the project manager or project team leads
- Resolves or forwards policy issues to appropriate decision-making bodies

1.4 Program/Project Sponsor

- Makes the business decisions for the program/project
- Participates day-to-day in one or more programs/projects
- Makes user resources available
- Approves work products
- Disposes of issues and project scope change requests

1.5 Program/Project Manager

- Reports to and receives direction from Executive Sponsor
- Participates in and approves project plan and deliverables
- Manages, reviews, and prioritizes the project work plans with objective to stay on time and on budget
- Provides status and progress reviews to Executive Sponsor and Steering Committee
- May manage and supervise the following resources:
 - Senior technical staff
 - Technical project managers
 - Team leads
 - Team members
- Manages project resources
- Reports status to and receive feedback from Steering Committee
- Collaborates with project managers to resolve issues within individual projects or within portfolios
- Brings issues to the Steering Committee as needed
- Recommends resource and policy changes to the Steering Committee
- Identifies required project team members and constructs project teams
- Meets with project managers to regularly review issues and monitor progress
- Motivates and coaches project managers and team members
- Monitors contract compliance
- Approves job orders and change orders
- Conducts risk management analysis
- Meets facility and resource requirements
- Reviews and approves deliverables

1.6 Team Lead

- Assigned full or part time to participate in project team activities
- Responsible for contributing to overall project objectives and specific team deliverables
- Manages specific project plan activities and contributes to project plan development in collaboration with project manager
- Coordinates documentation, testing, and training efforts related to project plan

1.7 Team Member

- Assigned full or part time to participate in project team activities
- Responsible for contributing to overall project objectives and specific team deliverables
- Escalates policy issues to team lead for referral to appropriate policy making bodies

1.8 Application Designer

- Designs systems from a user perspective
- Designs human factors (windowing, ease-of-use)
- Designs externals (screens, reports, forms)
- Designs usability of the application
- Acts as technical design specialist
- Designs application software components, including programs, modules, and run units

1.9 Application Developer

- Prototypes, develops, and unit tests application software components or fragments
- Typically knowledgeable in one or more development environments
- Develops against accepted institutional development standards using systemwide business policies (Business and Finance Bulletins IS-3 and IS-10)
- Participates with Business Analysts in application documentation

1.10 Business Analyst

- Assesses current systems
- Develops and maintains models of business requirements
- Designs business transactions
- Designs and organizes procedures
- Documents and analyzes business processes using value-added/non-value-added, process modeling tools, cost-time charts, and root cause analysis or other tools as appropriate
- Documents “ability to” functional requirements for use by application designers and developers
- Is an active participant in unit testing, system testing, and regression testing

1.11 Stakeholders

- Community member affected by or participating in the project