

# Project Responsibilities by Role

## Project Manager

## Project Services Office

The Project Manager is responsible for achieving the project objectives by running the day-to-day activities of the project. She/he oversees the relationships with all functional groups, identifies the stakeholders, determines the project approach and manages the overall implementation work plan, scope, budget, and schedule.

**Includes but is not limited to :**

- ▶ Involves the sponsor in the project.
- ▶ Ensures plans, organization and management system are kept up to date as the project develops
- ▶ Keeps management and project members up to date with latest project progress and problems
- ▶ Responsible for the completeness and the quality of all project deliverables
- ▶ Ensures all issues are properly addressed
- ▶ Regularly updates project sponsor/project review board with current project status and issues
- ▶ Ensures all change requests are properly managed
- ▶ Ensures the appropriate resources are available for the project

## Systems Analyst

The Systems Analyst translates the business requirements into systems specifications by performing detailed systems and data analysis, developing technical documentation, and programming for various projects and initiatives, application support and software package evaluation.

- ▶ Surveys and analyzes major existing or proposed systems to identify technical alternatives.
- ▶ Reduces design projects into component analysis tasks
- ▶ Prepares final systems design, specifications and documentation necessary for programming
- ▶ Directs and assists in the writing, testing, and debugging of programs
- ▶ Ensures that documentation is complete prior to releasing for operations
- ▶ Develops evaluation criteria and identifies packages that may meet the business need
- ▶ Plans, directs and reviews the work of the Developers assigned to the project.

## Business Analyst

The Business Analyst develops effective working relationships with and among the business stakeholders and fellow technology team members to develop a strong understanding of the business requirements and processes related to technology solutions and existing systems.

- ▶ Performs analysis and documentation of business requirements, goals, objectives for projects and initiatives
- ▶ Liaises with relevant stakeholders to assess and develop improvements to processes and procedures
- ▶ Assists and provides advice to other analysts and end users in order to resolve specific functional issues
- ▶ Ensures that the relevant groups within IS&T/MIT are fully briefed with respect to requirements relating to support and change management
- ▶ Assists users with user acceptance testing of approved changes (WHO DOES THIS CURRENTLY?)

## Q/A/Testing

The QA/Testing Analyst ensures that software quality exists prior to implementation by utilizing the appropriate testing tools, metrics and processes to test the software and report problems.

- ▶ Responsible for guiding software process improvement with the primary objective of quality assurance.
- ▶ Develops, implements and utilizes Q/A test suite/tools
- ▶ Develop metrics to measure the quality level of products and services produced for the customer
- ▶ Receives training on product and becomes familiar with documentation
- ▶ Becomes knowledgeable of all business processes to be supported by product
- ▶ Signs off on all modules tested
- ▶ Utilizes agreed upon testing approach and process for a given project or initiative. (e.g. problem incident and tracking)

# Project Responsibilities by Role

## Developer

**The developer develops and unit tests software based on defined business and systems requirements, or in response to problems reported.**

- ▶ Design or develop applications
- ▶ Evaluates solutions
- ▶ Develops the conceptual design (of the system)
- ▶ Develops detailed program specifications
- ▶ Develops logical and physical software design
- ▶ Writes and tests computer programs based on business or systems requirements

## DBA

**The DBA designs, implements, and manages the logical and physical aspects of the assigned database(s) and associated applications.**

- ▶ Works to ensure stable, reliable and recoverable DBMS environment
- ▶ Prepares and maintains complete and accurate physical design specs and I/O interfaces
- ▶ Monitors database activity and performance
- ▶ Tunes database for performance
- ▶ Installs and upgrades software
- ▶ Plans, tests, and implements backup and recovery procedures

## Trainer

**The Trainer designs, develops, and delivers training based on client needs (i.e., new business process, new tool, etc.).**

- ▶ Conducts training needs assessment and makes recommendations
- ▶ Advises project members on training matters
- ▶ Provides formal or informal training to project members
- ▶ Provides training for organizations or individuals affected by the project deliverables

## Security Architect

**The Security Architect ensures that security requirements are addressed and implemented across the architecture and related software, hardware, and training.**

- ▶ Develop/review the security requirements according to current policies.
- ▶ Ensures that the system architecture (software, hardware, and network) meets the security requirements
- ▶ Develops the security mechanisms in the software architecture

## System Architect

**The System Architect has overall responsibility for designing the solution, exploring technology options, diagramming technical infrastructure and resolving design issues throughout a project or initiative.**

- ▶ Identifies and prioritizes the architecturally significant requirements (can we be more specific here?)
- ▶ Determines the style of the system architecture (major system patterns)
- ▶ Identify the major functions of the system
- ▶ Identify the system data, hardware, and software components
- ▶ Ensure that these functions and components meet their associated operational requirements, quality requirements (performance and scalability), and design constraints

# Project Responsibilities by Role

## Project Services Office

### Change Manager

The activities are typically done by the project manager or in partnership with the Project Manager and the Competency Group Team.

- ▶ Optimize the timing of the release of project deliverables to the business operations
- ▶ Prepare the affected business areas for the transition to new ways of working and manage them through the transition process
- ▶ Establish the mechanisms by which benefits can be delivered and measured
- ▶ Ensure that maximum improvements are made into the existing and new business operations as projects deliver their products into operational use
- ▶ Lead all the activities associated with benefits realization and ensure that continued accrual of benefits can be achieved and measured after the program has been completed. (Is this part of the project or transitioned to someone after implementation?)

### Sponsor

The Sponsor champions the project, provides overall direction and funding, and approves all major milestones.

- ▶ Sets the vision, common goals and critical success factors
- ▶ Establishes or secures policy
- ▶ Attends regular program reviews
- ▶ Establishes the authorities of the project team and stakeholders
- ▶ Approves the charter and scope of the project including deliverables
- ▶ Sets priority of the project relative to other projects in her/his area of responsibility
- ▶ Ensures that resources are available to carry the project to its completion
- ▶ Removes obstacles or other constraints
- ▶ Authorizes changes in scope

### Stakeholder

Individuals and organizations who are involved in or may be affected by project activities.