WHO DOES WHAT AND WHY ON A PROJECT?

PROJECT SPONSOR

The Project Sponsor is the main person pushing for the project to happen and has the most responsibility for realising the benefits of the project. They also make sure that there is enough money and resources available to deliver the project and also have the power to stop the project. This is an active role and includes making sure that the project is always going to be good value to Hasting Council and its customers.

RESPONSIBILITIES AND KEY TASKS OF THE PROJECT SPONSOR ARE:

- Setting out the overall business goals for the project
- Checks and signs off the Business Case and Project Initiation Document (PID)
- Has overall responsibility for securing resources for the project
- Making sure they are kept up to date on the progress of the project (by regular meetings and/or updates)
- Responsible for making sure that problems are dealt with and providing guidance
- Recommend stopping the project if it looks to be going badly and the benefits don't look as though they will be achieved
- Raising awareness of the project at senior level
- Make sure that there is a Business Case and PID and they are followed
- Make sure that the right people are involved in the project
- Authorise spending and set clear budgets
- Let Senior Management and Councillors know about project progress
- Lead the Project Board meetings
- Make decisions on what should happen if costs are going over budget or the project is going to go on for longer than it should
- Make sure that any problems are noted in an issues log and passed on to the right people to sort out.
- Make sure at the end of the project that everything is done properly and let the people affected by the project know what has happened or will happen before it has ended.
- Approve how any changes to the project are going to be dealt with.

PROJECT BOARD

The Project Board has responsibility and authority to deal with any problems. The need for a project or programme board will be determined by the size and scale of the project or programme. The roles needed on the Board will be determined by the Sponsor or the executive and could also include a Quality Assurance Role.

The Project Board usually is made up of the Project Sponsor, Senior User and the Senior Supplier (if needed).

THE JOINT RESPONSIBILITIES AND KEY TASKS FOR THE PROJECT BOARD ARE:

- Approve the project plan and agree the milestones
- Resolve any problems
- Communicate with the people being affected by the project
- Sign off things that have been finished
- Make sure that the needed resources are available

• Make sure that risks are being looked at and dealt with as best as possible

SENIOR USER(S)

The Senior User is there to make sure that the right people are available to work on the project from their area. They also represent the people or area that is being affected by the project.

This role may require more than one person to cover all the user areas.

THE MAIN RESPONSIBILITIES AND KEY TASKS OF THE SENIOR USER(S) ARE:

• Make sure what is needed from any of the products supplied is clearly defined so that what is completed at the end of the project works as best as possible for their service area

• Make sure that what is being asked for, works as it should do

• Make sure that any user resources needed for the project are made available from the service area

• Approve what the suppliers are going to be providing to the project.

• Ensure that the end product is signed off once completed as being fit for purpose

• Make sure that user requirements are still thought of if there are any changes to the project

• Provide the user view on what should happen once the project has finished including any maintenance that will be needed

THE ASSURANCE RESPONSIBILITIES OF THE SENIOR USER ARE THAT:

• Specification of the users' needs is accurate and complete

• Development of the solution is monitored to ensure that it will meet the user's needs and is progressing towards that target

• Impact of potential changes are evaluated from the user point of view

• Risks to the users are constantly monitored

• Quality checking of the product has the appropriate user representation

• Quality control procedures are used correctly to ensure products meet user requirements

• User liaison is functioning effectively

SENIOR SUPPLIER(S)

The Senior Supplier represents the interests of those designing, developing, facilitating, procuring, implementing and possibly operating and maintaining what is being made by the project. The Senior Supplier is accountable for the things delivered by the supplier(s). The senior Supplier role must have the authority to give the supplier resources required.

THE MAIN RESPONSIBILITIES AND KEY TASKS OF THE SENIOR SUPPLIER(S) ARE:

• Agree objectives for supplier activities

• Make sure that progress towards the outcome remains consistent from the supplier perspective

• Ensure that the supplier resources required for the project are made available

• Approve Product Descriptions for supplier products

• Contribute supplier opinions to Project Board when necessary

• Resolve supplier requirements and priority conflicts

• Decide on, and ensure resolution of, any supplier priority or resource conflicts

- Brief non-technical management on supplier aspects of the project

PROJECT MANAGER

The Project Manager provides day to day management and monitoring of project activities.

THE MAIN RESPONSIBILITIES AND KEY TASKS FOR THE PROJECT MANAGER ARE:

- Ensure delivery of the things being made by the project that are mentioned in the PID within the agreed time and cost and manage the production of the products needed
- Monitor the project plan and report on what is being produced based on the deadlines given
- Make sure work is completed within the time given in project plan and raise any problems with the project board
- Be responsible for completion of all project documentation / project administration
- Put in place good governance to support the project
- Identify any support and advice required for the management, planning and control of the project
- Identify anyone affected by the project and agree the Communication Plan with the Project Board
- Motivate, advise and support the project team and tell them what they need to do and when
- Talk with suppliers about what they will be doing on the project and confirm their responsibilities to the project
- Arrange meetings and workshops
- Support the Project Sponsor to deliver a PID
- Plan each phase of the project with the Project Team and the Work Stream Leaders if applicable
- Attend and organise Project Board meetings, provide progress on the project
- Deliver a status report for the Project Sponsor on a regular basis
- Make sure that benefits are still going to be seen at the end of the project
- Manage the risks, including the development of contingency plans and report to project sponsor / board
- Be responsible for change control

PROJECT SUPPORT

Project Support is there to provide different levels of support throughout the lifecycle of the project.

THE MAIN RESPONSIBILITIES ARE TO HELP WITH:

- Basic filing of project information
- Production and maintenance of project plans
- Providing expertise to assist the project team with particular aspects of the project

PROJECT TEAM

The Project Team will be responsible for delivering the work as directed by the Project Manager.

THE MAIN RESPONSIBILITIES AND KEY TASKS OF THE PROJECT TEAM ARE:

- Undertaking the project work as directed
- Informing the Project Manager of progress
- Raising problems at any point in time as they happen