Common Project Roles

Project Manager
Develops project plan, acquires resources, leads kickoff meetings. Oversees project tasks and reports project status.

Project Sponsor*
Makes business decisions, participates in day-to-day activities on one or more projects, makes business resources (SMEs) available, approves deliverables, disposes of issues and project scope changes.

Functional/Business Analyst
Assesses current systems, document requirements, document proposed solution, document problems, active participant in testing.

Technical Team
May be comprised of database developers, application developers, technical analysts, testers, etc. who create the solution/product.

Subject Matter Expert (SME)*
Provides expertise related to the project/initiative by providing requirements, helps validate (test) solutions to ensure they meet requirements.

Information Technology Oversight Committee (ITOC)*
Approves portfolio of projects for the agency establishing their priorities, overall scope, and ensuring alignment with agency goals.

* Indicates roles that are the agency’s responsibility.

PROJECT PHASES

All projects with a cost of $15,000 or more will follow this framework.

CONCEPT
- Identifies a project idea, potential benefits and initial scope

INITIATION
- Defines and authorizes a project or project phase
- High level plan +/- 50%

PLANNING
- Defines objectives, plans the course of action required to attain objectives.
- Detail level plan +/- 10%

EXECUTION
- Integrates people and other resources to carry out the plan.
- Status updates

CLOSE
- Formalizes acceptance and brings project to an orderly close.
- Final documentation

Requesting OMES Services
405-521-2444 or 866-521-2444
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Getting Started with Project Roles and Responsibilities

Delivering Quality, Effective and Secure Technology Services
## PROJECT ROLES AND RESPONSIBILITIES

**CONCEPT**

- **PROJECT MANAGER**
  - Gather initial information: who, what, when, where, why

- **FUNCTIONAL ANALYST**
  - Provide initial information

- **TECHNICAL TEAM**
  - Provide initial information

- **SUBJECT MATTER EXPERT**
  - Provide initial information

**INITIATION**

- **PROJECT MANAGER**
  - Create 50% plan including work plan (schedule), staffing needs, financial estimates

- **FUNCTIONAL ANALYST**
  - Provide estimates

- **TECHNICAL TEAM**
  - Provide estimates

- **SUBJECT MATTER EXPERT**
  - Provide initial information

**PLANNING**

- **PROJECT MANAGER**
  - Provide status updates, create 10% plan, review business requirements for completeness

- **FUNCTIONAL ANALYST**
  - Refine estimates, review business requirements

- **TECHNICAL TEAM**
  - Review 50% plan

- **SUBJECT MATTER EXPERT**
  - Review 50% plan

**EXECUTION**

- **PROJECT MANAGER**
  - Review development, testing and plans for completeness, obtain user acceptance

- **FUNCTIONAL ANALYST**
  - Gather/document requirements (BRD), create business case

- **TECHNICAL TEAM**
  - Plan development activities, develop solution, unit/functional testing, migrate to production

- **SUBJECT MATTER EXPERT**
  - Work with Functional Analyst to identify requirements, needs, etc., review 10% plan

**CLOSE**

- **PROJECT MANAGER**
  - Facilitate lessons learned, product Closing Report

- **FUNCTIONAL ANALYST**
  - Provide lessons learned

- **TECHNICAL TEAM**
  - Provide lessons learned

- **SUBJECT MATTER EXPERT**
  - Provide lessons learned