



PROJECT ROLES

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



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Getting Started

with

Project Roles and Responsibilities

Delivering Quality, Effective and Secure Technology Services



PROJECT ROLES AND RESPONSIBILITIES



	CONCEPT	INITIATION	PLANNING	EXECUTION	CLOSE
 PROJECT MANAGER	Gather initial information: who, what, when, where, why	Create 50% plan including work plan (schedule), staffing needs, financial estimates	Provide status updates, create 10% plan, review business requirements for completeness	Review development, testing and plans for completeness, obtain user acceptance	Facilitate lessons learned, product Closing Report
 PROJECT SPONSOR	Provide initial information	Approve 50% plan	Ensure SMEs are available, signoff on business requirements, address issues, make project decisions, approve 10% plan	Go/No Go decision maker for implementation dates	Provide lessons learned
 FUNCTIONAL ANALYST		Provide estimates	Gather/document requirements (BRD), create business case	Functional testing, facilitate user acceptance testing	Provide lessons learned
 TECHNICAL TEAM		Provide estimates	Refine estimates, review business requirements	Plan development activities, develop solution, unit/functional testing, migrate to production	Provide lessons learned
 SUBJECT MATTER EXPERT	Provide initial information	Review 50% plan	Work with Functional Analyst to identify requirements, needs, etc., review 10% plan	Participate in user acceptance testing	Provide lessons learned

ITOC APPROVAL

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