**PMO Email:** [PMO@uconn.onmicrosoft.com](mailto:PMO@uconn.onmicrosoft.com) **Website:** <https://pmo.its.uconn.edu/>

# Project: [Enter Project Name]

|  |  |
| --- | --- |
| Project Manager: | [Enter name] |
| Date: | MM.DD.YYYY |

## Role Definitions:

**Sponsor/Executive Leadership:** Champion for the project. Provides strategic direction, authority, and resources. The project sponsor provides funding for the project.

**Project Governance/Leadership Team:** Supports sponsor and team. Provides high-level direction and decision-making to resolve escalated issues and impediments.

**Project Manager:** Provides day-to-day project oversight, assessment, and reporting. Resolves and escalates issues as needed and facilitates communication against a documented communication plan. Monitors overall project health against requirements and critical success factors.

**Project Team:** Performs day-to-day activities in support of project execution and successful outcomes. The project team is made up of individuals from ITS and the stakeholder community. Generally, it includes functional and technical SMEs, a business analyst, a quality assurance lead, and a project manager.

**Functional SMEs:** Provides functional/subject matter expertise working with business analysts, and project managers, for tasks including requirements gathering, user acceptance testing, etc.

**Technical SME’s:** (Can also be functional SME’s.) Provides technical subject matter expertise in support of implementation, configuration, integrations, and system integration testing (SIT) as well as testing and resolving issues discovered during User Acceptance Testing.

**Quality Assurance Lead:** Determines the testing strategy for the project. Works with the project team and SMEs to develop and implement the test plan, if needed, which includes estimating, planning, and coordinating the testing activities.

**Business Analyst:** Elicits requirements while identifying solutions. Maximizes organizational efficiencies by evaluating current business processes and suggesting solutions. Liaise between various stakeholders and developers. Maintains project documentation including but not limited to business process flows (current and future), data flow diagrams (current and future), and requirements traceability matrices.

**Key Stakeholders:** Key customers whose areas and work will be impacted by the outcomes of the project. Consulted and informed by the project team as needed.

[View a sample Org Chart here](#SampleOrg). [View a sample Roles and Responsibilities list here](#SampleRoles).

# [Project Name] Organization Chart

Advisory/Steering Team

<Insert Names>

Project Sponsor

<Insert Name>

Project Manager

<Insert Name>

Project Leader

<Insert Name>

Project Core Team

<Insert Names>

<Name>   
Functional Team

<Insert Team Member Names>

<Name>   
Functional Team

<Insert Team Member Names>

<Name>   
Functional Team

<Insert Team Member Names>

Change-Communications Team

<Insert Names>

Project Resources

<Insert Names>

## Project Roles and Responsibilities:

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Responsibilities | Person(s) | Comments |
| **[Enter a short description of the role that is to be filled]** | * [Enter responsibilities that the person or group will have in filling the role] | [Enter the name of the person or group who will be filling the role] | [Enter any additional comments to the role] |
| **[Enter a short description of the role that is to be filled]** | * [Enter responsibilities that the person or group will have in filling the role] | [Enter the name of the person or group who will be filling the role] | [Enter any additional comments to the role] |
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| **[Enter a short description of the role that is to be filled]** | * [Enter responsibilities that the person or group will have in filling the role] | [Enter the name of the person or group who will be filling the role] | [Enter any additional comments to the role] |

Sample Organization Chart   
(from the University Safety & Timekeeping project)

Project Sponsor

Hans Rhynhart   
Michael Mundrane

Project Governance Team

<Insert Names>

Project Manager

Ben Daniels

PMO Resources

Oren Corridon

Mick Stevens

Anusha Rastogi

Project Leader

Darshana Sonpal

(Johannah Gorgone)

Dispatch Functional Team

Scott Haddad

Police Functional Team

Justin Gilbert

Magdalena Silver

Andrew Fournier

Fire Functional Team

Chris Renshaw

Anthony Rugiero

William Perez

**Payroll / HR SME’s**

Donna Bill

Candy Ferris

Seth Jodoin

Kim Figielia

Technical SME’s

Jessica Henderson

Ruben Mercado

Sample Project Roles and Responsibilities (from the University Safety & Timekeeping project)

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Responsibilities | Person(s) | Comments |
| Admin | * [Enter responsibilities that the person or group will have in filling the role] | Donna Bill, Dawn Kemp, Justin Gilbert, Anthony Ruggiero, Darshana Sonpal, Candy Ferris, Recruitment & Payroll Specialist | [Enter any additional comments to the role] |
| Tech Services | * [Enter responsibilities that the person or group will have in filling the role] | **Univ Safety:** Anthony Ruggiero, Darshana Sonpal, Candy Ferris, Justin Gilbert, Recruitment & Payroll Specialist  **ITS:** Ruben Mercado, Jessica Henderson, Kevin Brown  **Core-CT:**  Belinda Thibideau, Sean Anderson, Suneetha Madda | [Enter any additional comments to the role] |
| Security | * [Enter responsibilities that the person or group will have in filling the role] | Justin Gilbert, Anthony Ruggiero, Andrew Fournier, Maggie Silver, Ed Tessman, Chris Renshaw, Scott Haddad | [Enter any additional comments to the role] |
| Training Lead | * [Enter responsibilities that the person or group will have in filling the role] | Donna Bill, Darshana Sonpal, Anthony Ruggiero, Sawn Kemp, Recruitment & Payroll Specialist | [Enter any additional comments to the role] |
| Finance & Billing | * [Enter responsibilities that the person or group will have in filling the role] | Donna Bill, Darshana Sonpal, Kim Figelia, Amanda Masztal, Ellen Lowe | [Enter any additional comments to the role] |
| Benefits | * [Enter responsibilities] | Justin Gilbert, Anthony Ruggiero | [Enter any additional comments to the role] |
| Data Entry | * [Enter responsibilities] |  | [Enter any additional comments to the role] |
| Personnel | * [Enter responsibilities] | Darshana Sonpal, Johannah Gorgone, Shannon Page | [Enter any additional comments to the role] |
| Overtime | * [Enter responsibilities] | Justin Gilbert, Anthony Ruggiero | [Enter any additional comments to the role] |
| Scheduling | * [Enter responsibilities] | Justin Gilbert, Anthony Ruggiero, Ed Tessman, Chris Renshaw, Scott Haddad | [Enter any additional comments to the role] |