






UWSA Project Management Office (PMO) Project Management Roles and Responsibilities

May vary according to project needs and PMO services provided.

| | PMO | Project Lead | Project Sponsor |
|---|---|---|--|
|  <p>PRE-PROJECT</p> | <ul style="list-style-type: none"> Review the Request for Services Conduct intake interview Identify PMO staff and services or other UWSA resources to meet project needs | <ul style="list-style-type: none"> Submit an online Request for Services Share previously developed documentation Agree to scope of services to be provided | <ul style="list-style-type: none"> Support the Request for Services Guide project approval and budgetary considerations Share expectations for meetings and reporting cadence |
|  <p>INITIATION</p> | <ul style="list-style-type: none"> Define scope of work and deliverables Gather business requirements Conduct stakeholder interviews Set project communication Set team role expectations Build team awareness of change considerations Establish shared document repository Finalize and deliver Project Charter | <ul style="list-style-type: none"> Provide expert knowledge to initially define the project and who needs to be involved in planning and evaluation Ensure the right solution and path are proposed, with enough evidence to gain leadership support Draft Project Charter | <ul style="list-style-type: none"> Determine how project fits into the larger strategic portfolio Define change required in strategic, numerical, and behavioral terms Commit to dealing with sources, degree, and type of resistance Establish regular check-in cycle with PMO and project lead Sign Project Charter |
|  <p>PLANNING</p> | <ul style="list-style-type: none"> Facilitate team accountability meetings Establish schedule/cost Develop risk log Create vendor management plan Develop communication plan Guide/assist project lead in assessment of stakeholder communication and training | <ul style="list-style-type: none"> Provide expert knowledge to refine scope, deliverables, relevant stakeholders, and work needed Determine what training, change management, testing, approvals will be required and how those will be achieved Identify and recruit project team | <ul style="list-style-type: none"> Make resources available for project success Provide decisions as needed Ensure project remains in line with larger strategic goals Identify and communicate what is firm and what is open to refinement and adjustment Help build coalition of leadership champions |

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|  EXECUTION | <ul style="list-style-type: none">▪ Monitor project is proceeding according to plan▪ Issue identification, escalation, and resolution▪ Facilitate decision making▪ Deliver regular status reports, risk, issue, and decision logs▪ Work with project leadership and stakeholders to amend plan | <ul style="list-style-type: none">▪ Keep work groups or staff implementing the project and moving toward project goal by describing results, building relationships, acting when results are not met, and giving praise when due.▪ Keep leadership informed of progress▪ Validate status reports | <ul style="list-style-type: none">▪ Read status reports▪ Provide decision authority as needed▪ Ensure that project remains in line with strategic goals▪ Stay engaged and available for questions, concerns, and assistance▪ Remove obstacles to change management progress▪ Recognize success along the way |
|  CLOSEOUT | <ul style="list-style-type: none">▪ Facilitate closeout with project leadership and key stakeholders▪ Ensure business requirements and project expectations outlined in the Project Charter have been met▪ Provide closeout documentation, including lessons learned▪ Support business leads with post survey | <ul style="list-style-type: none">▪ Sign off on project deliverables and objectives▪ Contribute to lessons learned | <ul style="list-style-type: none">▪ Sign off on project deliverables and objectives |