Possible Roles in a Project

A TRLN Project Management Overview
Some Notes about Roles

● Each project may have individuals who fill a single or multiple roles
● A single person may perform different roles for each project he/she works on
● Similar, or the same, role may be referred to by different titles depending on the organization
● Recommended roles for all projects
  ○ Project Manager
  ○ Decision-maker
  ○ Implementer
  ○ End user/customer
  ○ Champion
Decision-Makers
Accountable Person

- Final decision-maker for the project
- Often approves funding
- Generally part of administration or management
Champion/Sponsor

- Advocate for the project
- Represents the project to Administration
- Often a member of management
- Often has decision-making authority
- May or may not have authority to approve funding
Project Team Members
Project Manager/Project Lead

- Coordinator for project documents, meetings, and workflow
- May or may not also execute work on the project’s deliverable
- Point person for most communication
- Ensures that project management best practices are followed
Responsible Person

- Individual who is expected to be knowledgeable about the status of a portion of a project
- May or may not have the authority to make decisions about that part of the project
- “Owns” the status of that portion of the project
Domain Expert/Subject Matter Expert (SME)/Consulted Person

- Has specialized knowledge about one or more aspects of the project
- Consulted for input into project planning
- Executes project work to achieve the deliverable/end goal
Implementer/Supporting Person/Do-er

- Executes a single or multiple aspects of the project
- Often has input into project planning
Other Stakeholders
End Users / Customers / Clients / Patrons / Colleagues

- Aka: clients, customers, patrons, colleagues
- Individuals or groups whose work or behavior is impacted by the end result of a project
Vendors/Contractors

- Project partners
- Outside individuals or organizations who contribute resources (people or things) to the project
Informed People

- Project partners
- Outside individuals or organizations who contribute resources (people or things) to the project