
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

