Project Manager Roles and Responsibilities

The Project Manager is accountable for the following:

1. Works with project sponsor and finalize project business case
2. Facilitates capturing the project customer's functional requirements
3. Establishes definition of project scope and general baseline for time/costs
4. Writes the charter for the project
5. Facilitates developing a work breakdown structure (WBS) for the project
6. Facilitates and is accountable for development of detailed project estimates
7. Develops and is accountable for a detailed baseline of project schedule
8. Develops all project controls, including cost, time, change and risk
9. Oversees project execution with regard to schedule, budget, scope, quality and risk
10. Maintains accountability for quality of project deliverables
11. Manages vendor or subcontractor's performance on the project
12. Provides periodic updates to the project sponsor
13. Manages overall project communications, including project documentation
14. Acts as the central source of project status (verbal & written) for the project team, stakeholders and sponsor(s)
15. Facilitates assignment/accountability of project resources
16. Works with functional managers on resource allocation and management of resource contentions
17. Manages project team efficiency and effectiveness, while coordinating and fostering teamwork
18. Facilitates project team meetings and status review meetings
19. Ensures adherence to the organization's project management framework
20. Obtains written signoff on project completion
21. Provides periodic feedback to individuals on their project performance
22. Coaches team members when needed
23. Provides periodic feedback to managers on their associate's performance on the project
24. Works with the project sponsor to recognize the team/individual achievements on successful project completion

Project Sponsor Role and Responsibilities

The Project Sponsor is accountable for the following:

1. Champions the project at the executive level
2. Initiates the project and facilitates the development of the business case
3. Approves the project's overall goals and objectives
4. Provides a written sign-off (approval) on the project charter
5. Approves project scope, estimates and timeline
6. Set priorities of each project against each other so that resources can be efficiently and effectively planned and utilized
7. Works with functional/line managers to resolve/manage resource contentions
8. Responsible for planning and execution of organizational change efforts, if necessary
9. Monitors project financial status and performance
10. Ensures that project manager adheres to using the organization's project management framework
11. Reviews and approves all major change requests relating to scope, cost, timeline or quality, communicates major deviations to key executives
12. Assists the project manager in the resolution of problems as needed
13. Reviews project at all major milestones
14. Ensures that the project is adequately staffed and has the resources it needs to complete the project.
15. Establishes with the project manager a common approach to major issues that arise
16. Ensures the project manager receives higher level decisions on time
17. Provide a written sign-off on project completion
18. Provide funding to reward the team/individuals on successful completion of the project
19. Provide guidance to the project manager and project team