

Roles & Responsibilities – Who does what

Title	Description
Program Board	When several projects need to be co-ordinated around a similar theme, a Programme Board will be set up, usually consisting of the sponsors of the projects involved and other key stakeholders. It ensures that projects will deliver results in the most appropriate sequence and makes strategic decisions on resources, priorities and outcomes between projects. Project Sponsors (and perhaps also Project Managers) report on progress to the Programme Board on a regular basis.
Project Sponsor	The Project Sponsor is a senior manager appointed to take executive responsibility for the project, not to manage the project day-to-day. The Sponsor challenges and provides executive assistance to the Project Manager, ensuring the project is on time, to the expected quality standard and on budget, and is accountable to the senior management for the progress of the project.
Project Manager	The Project Manager is responsible for the day-to-day delivery of the project, by planning the project, assigning tasks, allocating resources and checking on the progress of individual contributors. The Project Manager is accountable to the project sponsor.
Project Board	The Project Board consists of the Project Sponsor, the Project Manager, and key stakeholders within the organisation who will either contribute to the project or will be affected by its outcomes. This can sometimes include Members for some key projects.
Project Team	The Project Team are the individuals who will perform the majority of work on delivering the project, as directed by the Project Manager.
Project Office	When there are a number of projects co-ordinated as a programme, a Project Office will often be set up by the Programme Board to act as liaison and administrative support for the programme. Depending on the size and complexity of the programme, this may be one or more people. The Project Office's role is to maintain project documentation, address issues such as capacity that cut across projects, and to keep the Programme Board formally and informally informed of the progress of the projects and the programme overall.

TIP: Be clear about who does what and ensure each member of the project understands their role and commitment, particularly the relationship between the Project Manager and the Project Sponsor