Project Organization Chart Roles & Responsibilities Matrix

Add Project Name

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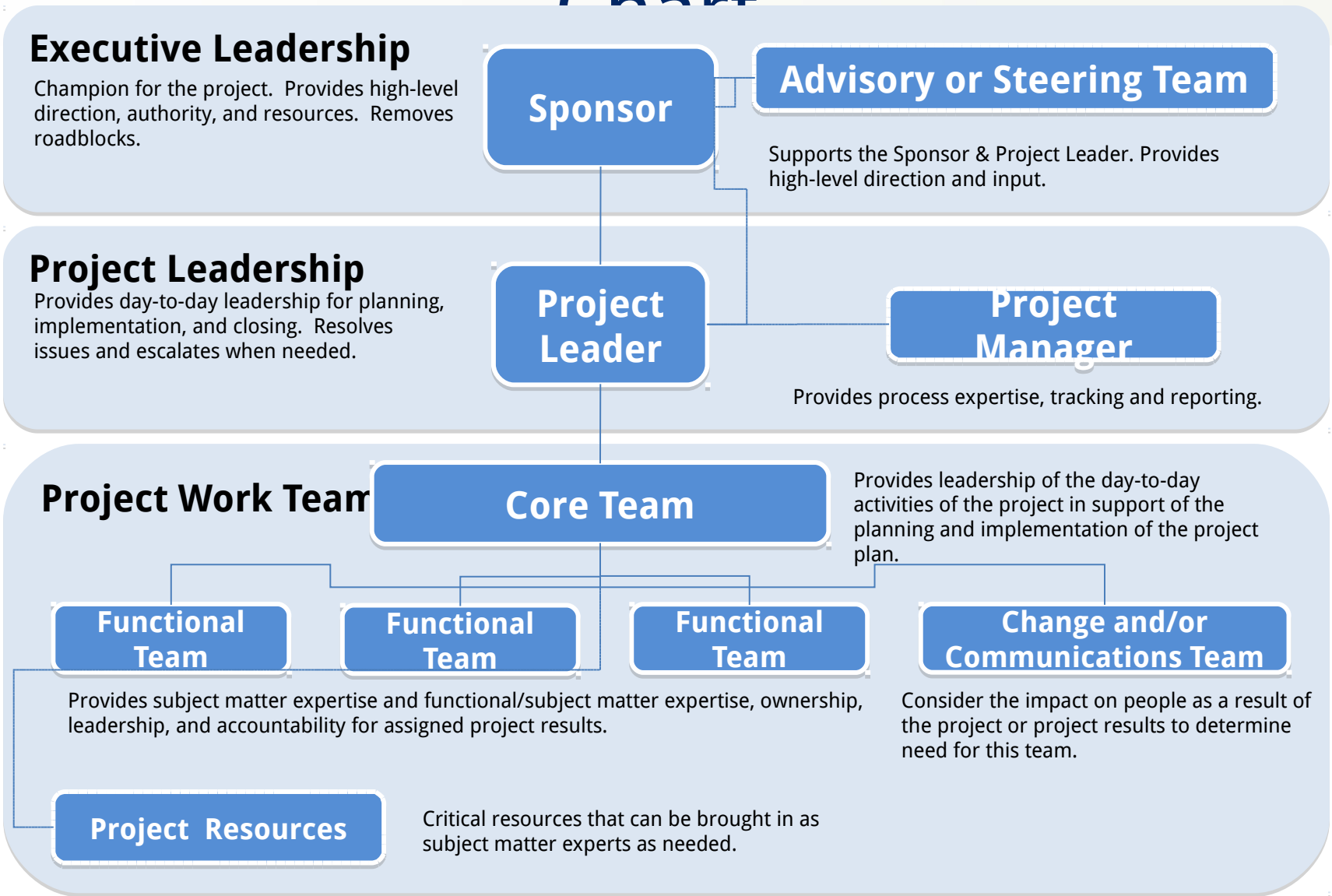
High-level Project Organization Chart



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Key Roles & Responsibilities

Project Sponsor *Has ultimate authority and responsibility for the project*	• Provides funding for the project (initial funding, additional funds) • Approves changes to scope, as required • Removes obstacles that prevent the project from moving forward • Approves Project Charter and subsequent documentation • Provides updates to executive management • Resolves issues escalated by the project manager and/or core team
Advisory or Steering Team *Supports the Sponsor & Project Leader*	• Provides high-level direction and input • Provides subject matter input • Helps support the resource needs • Helps communicate the project benefits, etc.
Project/Functional Leader *Provides subject matter expertise and functional ownership and accountability for project results*	• Develops the Project Charter and any other documentation in collaboration with the project team and resource managers for approval by the sponsor(s) • Ensures all given objectives and responsibilities of the team are properly documented and approved on the Roles Matrix • Leads core team meetings
Project Manager *Responsible for planning, organizing, managing, controlling and communicating on all phases of a project*	• Facilitates the development of the Project Charter and any other documentation in collaboration with the project team and resource managers • Ensures all given objectives and responsibilities of the team are properly documented and approved on the roles matrix • Facilitates the identification of project resource requirements and works with resource managers and the project leader to construct project teams • Facilitates regular core team meetings to review issues, project risks, and monitor project progress • Creates regular status reports and distributes to project team

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Key Roles & Responsibilities

Core Team Members *Provides day-to-day leadership for the planning, implementation, and closing of a project*	• Resolves issues and escalates when required • Manages individual sub teams • Meets regularly to review issues and monitor project progress • Provides status updates on open action items • Manages project issues and risks
Functional Team Leader *Manages the sub team and pursues the team's given objectives (i.e. project tasks)*	• Serves on the Core Team • Provides regular status updates to the Project Manager/Leader, estimated time to completion, cause of variances, etc., as defined by the project • Attends and actively participates in project team meetings • Contributes to overall project objectives and specific team deliverables • Coordinates team activities related to project schedule
Team Member *Responsible for contributing to overall project objectives and specific team deliverables*	• Contributes to project schedule development in collaboration with Project Leader/Manager/Lead • Performs assigned activities once the schedule is approved • Communicates project risks and escalates issues to team lead • Attends and actively participates in team meetings
Project Resource *Responsible for providing subject matter expertise as needed*	• Contributes subject matter expertise and input as needed throughout the project • Implements assigned deliverables/tasks

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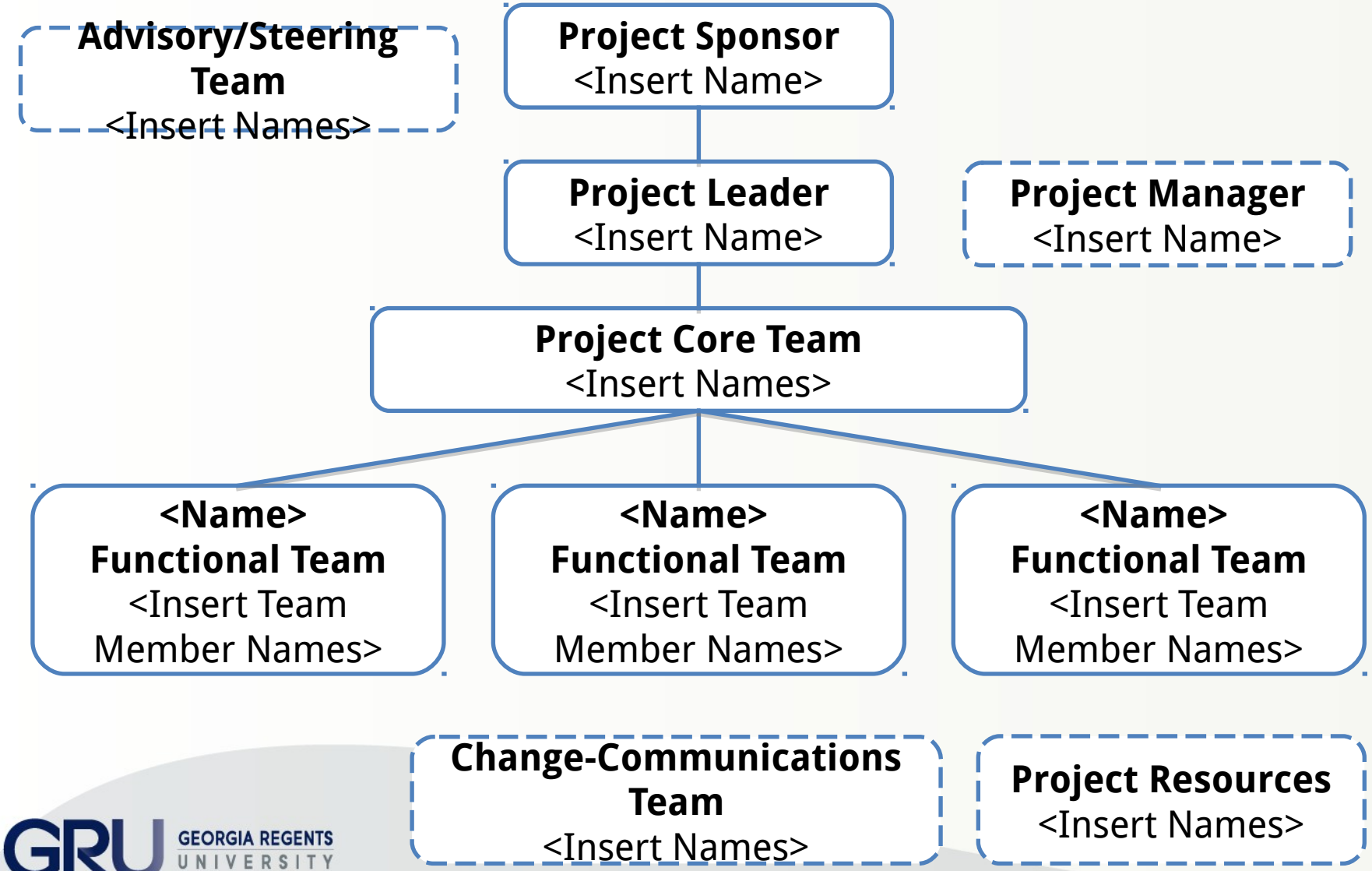
<Project> Organization Chart



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Roles & Responsibilities Matrix

<Name> **Functional Team** <Insert Team Member Names>	**<Name>** **Functional Team** <Insert Team Member Names>	**<Name>** **Functional Team** <Insert Team Member Names>
<Name> **Functional Team** 1.List responsibilities of this team 2.Include specific deliverables that this team should deliver	**<Name>** **Functional Team** 1.List responsibilities of this team 2.Include specific deliverables that this team should deliver	**<Name>** **Functional Team** 1.List responsibilities of this team 2.Include specific deliverables that this team should deliver

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