



Own the project objectives and deliverables

- Create, implement and manage the project delivery strategy
- Establish, agree and document the project objectives and deliverables
- Ensure the objectives and deliverables are detailed by project phase and agreed by the team
- Lead the team to achieve the optimum time, cost and quality targets for the project
- Identify and manage any issues in meeting the project objectives
- Facilitate resolution of cross-functional issues unable to be resolved by team members

Own and manage the project budget

- Ensure the project plan accurately aligns with and supports the project budget estimates
- Address any project spend issues that threaten the budget forecast

Structure and lead the project team

- Lead the team in a manner that provides clear direction, promotes teamwork, motivation, and project ownership.
- Ensure all required functions are involved in the project
- Define and agree project roles & responsibilities with team members and their function managers
- Clarify the project organization structure
- Organize a project location area to promote team cohesion and cross-function teamwork
- Secure an area for displaying project status information
- Define and enforce a meeting structure that minimizes the number and duration of team meetings
- Ensure sufficient qualified human and financial resources are made available to achieve the project objectives
- Identify team training needs and contribute toward performance reviews of team members

Establish the project plan and use it to manage project delivery

- Derive a project timing plan based on activities and deliverables that are owned by team members
- Ensure the plan covers all major activities to project end, details activities to the next gateway review, and achieves the timescale required by the Business and customers
- Identify all milestones, phases and gateways which will be used to drive the project
- Ensure the plan is monitored for progress and kept up to date, and that recovery actions are planned and executed to overcome any critical project slippage
- Employ the plan to derive a project resource requirements and cost to completion forecast
- Ensure the results of quality planning are analyzed by the project team on a regular basis and employed to improve delivery of the project

Communicate project status

- Openly communicate project status within the organization, to suppliers and to customers
- Issue a monthly report on project progress, detailing status against the project objectives
- Highlight project problems early on and enroll the organization to resolve them
- Call for an exceptional project review if a critical issues threatens delivery of the project

Roles and Responsibilities Agreed by:			
Title	Name	Signed	Date
Project Manager			
Business Director			