## Custom Application Roles and Responsibilities

(Sample comes from the Payroll Distribution Certification project)

| Role | Person(s) | Responsibilities |
| --- | --- | --- |
| Executive Sponsors | Ann ArvinRandy Livingston | * Provide guidance, insights, overall direction and resolution on escalated issues for project
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| Project Sponsors | Sara BibleRussell BrewerGanesh KarkalaKen Schulz | * Project strategy and governance
* Make recommendations with regard to new business process and the PDC requirements
* Sign-off business requirements and the new business process
 |
| Project Manager | Claudia Dencker, PMApril Austin, PM Support | * Project charter preparation and review
* Develop and maintain project plan
* Administer, monitor and track project and its deliverables
* Manage project risks
* Rollout Plan preparation and review
* Responsible for the overall success of the project
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| Subject Matter Expert | Marilou Hemenway, Compliance Reporting | * Provide business input and clarification regarding business processes, underlying data and existing project certification
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| Business Analyst | April Austin, application requirementsMariah Busta, Business Process future stateRich Wong, report specs and application requirements | * Gather input from business, faculty and technical staff and complete analysis regarding the data required in OF/LD; report needs; certification distribution, tracking, and storage; new business process
* Develop requirements, use cases, new business process flow
* Complete the functional design documents (screen mock-ups, report layouts, data definitions / mappings, notifications, etc.)
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| AS Oversight | Randy DuranteVijay Gandra | * Support technical leads as appropriate
* Ensure adequate response and resolution per project needs
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| Technical Architect | Minh Nguyen | * Develop the technical strategy and approach
* Solution architect
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| Technical Leads | Vijay Gandra – DMRMinh Nguyen - eCertification | * Develop information security specifications
* Provide input, review and feedback on the BRD and Functional Design documents
* Responsible for the technical implementation of the report and eCertification application
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| Development  | Archana Bellary – DMRMartin D’Sousa –eCertificationTBD – eCertification | * Write technical specifications
* Build and unit test
* Support testing phases
 |
| Infrastructure Leads | RA - Raman RamaniDMR - Eric San Andres | * Provide infrastructure support for all supporting environments: DEV, SIT, UAT, PRD
* Ensure environment availability per project needs
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| QA Lead | Sobha Putta – 50% | * Establish QA tools and processes
* Coordinate SIT test cycle
* Approve SIT, performance and UAT test plans
* Approve SIT and UAT exit criteria
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| QA Analyst | TBD | * Develop SIT plan and test cases, UAT test plan
* Execute test cases during SIT and advise during UAT, as needed
* Complete SIT exit criteria and provide guidance on UAT exit criteria
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| UAT Testers | Lily Ng, Marilou Hemenway, TBD (Task Mgrs, Supervisors, Sr. Associate Deans or designees, etc. ) | * Develop UAT test cases
* Execute test cases during UAT
* Report on testing progress
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| eCertification Program Manager | TBD | * Support all users during certification time windows
* Assist with training and communications
* Execute test cases during UAT, time permitting
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| Campus Readiness | Patti McCabeTBD | * Training and communication design
* Training and communications
* Campus Outreach
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