## Custom Application Roles and Responsibilities

(Sample comes from the Payroll Distribution Certification project)

| Role | Person(s) | Responsibilities |
| --- | --- | --- |
| Executive Sponsors | Ann Arvin  Randy Livingston | * Provide guidance, insights, overall direction and resolution on escalated issues for project |
| Project Sponsors | Sara Bible  Russell Brewer  Ganesh Karkala  Ken 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, PM  April 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 |
| Subject Matter Expert | Marilou Hemenway, Compliance Reporting | * Provide business input and clarification regarding business processes, underlying data and existing project certification |
| Business Analyst | April Austin, application requirements  Mariah Busta, Business Process future state  Rich 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.) |
| AS Oversight | Randy Durante  Vijay Gandra | * Support technical leads as appropriate * Ensure adequate response and resolution per project needs |
| Technical Architect | Minh Nguyen | * Develop the technical strategy and approach * Solution architect |
| Technical Leads | Vijay Gandra – DMR  Minh 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 |
| Development | Archana Bellary – DMR  Martin D’Sousa –  eCertification  TBD – eCertification | * Write technical specifications * Build and unit test * Support testing phases |
| Infrastructure Leads | RA - Raman Ramani  DMR - Eric San Andres | * Provide infrastructure support for all supporting environments: DEV, SIT, UAT, PRD * Ensure environment availability per project needs |
| 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 |
| 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 |
| 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 |
| eCertification Program Manager | TBD | * Support all users during certification time windows * Assist with training and communications * Execute test cases during UAT, time permitting |
| Campus Readiness | Patti McCabe  TBD | * Training and communication design * Training and communications * Campus Outreach |