Oracle Module Implementation Roles & Responsibilities

(Sample comes from the Project Charter of the 5th EAM Implementation.)

| **Role** | **Responsibilities** | **Name(s)** |
| --- | --- | --- |
| Executive Sponsors | - Ultimate authority and responsibility for the project- Set project goals and objectives- Approve project governance structure, scope and objectives, schedule and budget - Review and approve Project Charter- Approve solutions to escalated issues from the Project Sponsors - Responsible for final go/no go decision prior to go-live | Dr. Sherril Green (VSC)Ganesh Karkala (AS)Ben Moreno (Procurement) |
| Business Owners | - Act as the business process owners for the project- Ensure functional controls, standards and compliance needs are met- Manage key resources in meeting progress milestones - Review and approve business functional requirements, functional implementation design- Resolve issues or assists with issue resolution and escalation when required- Act as consultants on policy, process, design issues before they are escalated- Ensure the project goals are consistent with the business strategic initiatives- Participate in “checkpoint” meetings- Escalate issues to Project Manager quickly; identify ‘show stoppers’- Sign off on small and medium project deliverables- Approve UAT Final Report- Provide input to development of Support plan  | Michael John Renzi (VSC)Felicia Gentile (VSC)Patricia Moss (Procurement) |
| Project Manager | - Responsible for the overall success of the project- Create project charter (scope, dependencies, risks, constraints), project timeline and detailed project plan- Monitor progress of overall project; track progress against plan and budget- Manage and track key project activities - Manage the tasks, deliverables and priorities of project team resources- Provide status of project to Project Sponsors and Steering Committee - Create project status reports and lead project review meetings- Communicate changes to the project plan and timeline- Resolve and/or escalate project working team conflicts to Project Steering Committee, Project Sponsor or Executive Sponsor- Resolve functional design and system related issues - Manage issue escalation process- Manage the change control process - Create Rollout Plan - Approve UAT Final Report - Establish support plan (Remedy classifications, inform AS HelpDesk, ensure that the support team has the correct metrics, agreement on support delivery)- Document Project Lessons Learned | Dave Bunger |
| AS Oversight | - Ensure project direction aligned with other impacted projects/initiatives - Provide functional and organizational balance on scope, schedule, and budget trade-off decisions- Advise on issues and risks escalated by the project manager- Recommend resolution of scope related matters- Assure the continuity of the project by removing barriers and roadblocks | Randy DuranteClaudia Dencker |
| eAM Application Owners | - Ensure project direction aligned with other impacted projects/initiatives - Provide functional and organizational balance on scope, schedule- Advise on issues and risks escalated by the project manager | Michael Fox (LBRE)Georgia Giatras (SoM)Palle Nielsen (EH&S)Katherine Pappas Kassaras (ITS) |
| VSC Business Analyst Lead | - Participate in focus group sessions - Conduct analysis work on current business processes · Assess current issues and challenges- Design changes to business processes- Define detailed requirements definition - Provide input to Business Requirements Document- Map business requirements doc & business processes to new application functionality - Prepare Reporting Requirements Document- Lead preparation of use cases & data to support system testing- Provide input and assist in review of support plan- Execute User Test Cases- Participate in testing phases including SIT, UAT and CRP- Lead User Acceptance Testing (UAT) | Felicia GentileMichael Renzi |
| VSC Business Analysts | - Participate in focus group sessions - Conduct analysis work on current business processes · Assess current issues and challenges- Assist with design of business process changes- Assist with detailed requirements definition - Provide input to Business Requirements Document- Map business requirements doc & business processes to new application functionality - Assist with preparation of Reporting Requirements Document- Prepare use cases & data to support system testing- Provide input and assist in review of support plan- Execute User Test Cases- Participate in testing phases including SIT, UAT and CRP | Frank BorgeRuth BurnsDeVere CharronFelicia GentileAnne LumRoberta MoorheadTBD (replacement for Samantha Noble)Michael Renzi Lisa Schwarz |
| Campus Readiness Lead | - Design campus Training and Communication- Conduct campus Training and Communications- Evaluate team readiness | Michael Renzi |
| SoM Business Analyst / Super User Support |  | Malini Ram |
| AS Tech Lead – Development |  - Align business requirements with technical solutions to ensure consistency with Stanford technical environments and system platforms- Review & approve Technical solution and Design document | Raj LalchandaniUma KarunakaranSourabha Mohapatra |
| AS Developers | - Create Technical Design documents- Prepare a list of customizations- Write technical specifications- Document technical requirements (infrastructure, data model, database, software)- Develop screens, transactions, integrations, customizations, data conversions, etc.- Develop/update technical support documentation, FAQ's and technical support training- Provide technical expertise for configuration/setup requirements- Implement all setups and configurations- Implement Security access- Unit test the screens, transactions, integrations, customizations, data conversions, etc.- Develop application reports- Unit test application reports- Manage issues reported via Jira | TBDTBDTBD |
| AS Reporting Lead | - Ensure that application reporting aligns with Stanford reporting strategy and initiatives- Coordinate reporting infrastructure (RPD & views) and report migrations for UAT and PRD | Sri Vemparala |
| AS Reporting Developer | - Develop OBIEE objects (RPD & Views), user access & reporting security, reports for required reporting- Unit test OBIEE user access, report security, reports- Manage issues reported via Jira | TBD |
| AS Infrastructure Lead | - Coordinate hardware acquisition and support - Create environments and ensure systems are reliable and available- Set up databases and back-ups - Refresh environments as needed - Perform systems migrations | Ramani Raman |
| AS QA Lead | - Establish QA tools and processes- Lead preparation of SIT test plan (define strategy & schedule- Lead development of SIT and Performance test cases- Coordinate SIT testing and advise during UAT testing- Ensure management of issues reported via Jira- Lead development of SIT Final Report and provide guidance on UAT Final Report- Escalate issues to Project Manager | Srinivas Mikkilineni |
| AS QA Analyst | - Assist with preparation of SIT test plan - Develop test scripts & data to test integrations, customizations, data conversions for SIT & performance testing- Develop SIT and Performance test cases- Coordinate SIT testing and advise during UAT testing- Execute SIT and performance tests- Manage issues reported via Jira- Resolve SIT issues- Assist with development of SIT Final Report and provide input to UAT Final Report- Escalate issues to Project Manager | TBD |
| AS Business Analyst | Participate in focus group sessions - Conduct analysis work on current business processes · Assess current issues and challenges- Design changes to business processes- Define detailed requirements definition and make recommendations for each component of the new system - Prepare Business Requirements Document- Prepare Functional Design Document- Map business requirements doc & business processes to new application functionality - Prepare mock-ups of new screens and user interfaces- Prepare use cases & data to support system testing- Provide input and assist in review of support plan- Execute User Test Cases- Participate in testing phases including SIT, UAT and CRP- Lead User Acceptance Testing (UAT) | Sandeep Ponnur |