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 Durante  Claudia 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 Gentile  Michael 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 Borge  Ruth Burns  DeVere Charron  Felicia Gentile  Anne Lum  Roberta Moorhead  TBD (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 Lalchandani  Uma Karunakaran  Sourabha 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 | TBD  TBD  TBD |
| 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 |