# BICC Project Roles and Responsibilities

(Sample comes from the BICC Student Project Charter.)

| Role | Primary Responsibilities | % Time  Commitment |
| --- | --- | --- |
| **Executive Sponsors**  Randy Livingston  Tim Warner  BICC Steering Committee | * BI Program governance, sponsorship and prioritization * Project Champions * Approve Project Charter * Project Strategy and Governance | < 5% |
| **Project Sponsors**  Kathleen Dettman  Vijay Gandra | * Approve Project Plan * Approve Change Requests * Resolve Escalated Project Issues * Approve Go-Live * Guidance and input on project progress, help adjust as needed * The Project Sponsor is the primary driver of the program and project, is financially responsible and the owner of the project. * Provides direction and oversight to the Project Manager * Approve security model | 10% |
| **BICC Technical Manager**  Vijay Gandra | * Approve project scope, timeline, budget and review any requested changes * Provide direction for Project and resolve issues that are escalated * Provide leadership and guidance * Liaison with academic and administrative communities * Consult with constituents * Monitor project plan, timelines | 10% |
| **Business Owner**  Kathleen Dettman | * Oversee IR&DS resources for the project * Provide leadership and guidance regarding business processes * Liaison with academic and administrative communities * Consult with constituents * Sign off on Business Requirements * Sign off on Functional Specifications * Sign off on training and communication plans. * Approve UAT Final Report * Sign off on readiness plans. | 10% |
| **User Acceptance Leads**  Lillian Lee &  Paddy McGowan | * Sign off on Functional Specifications * Participate in Data Group and help resolve stewardship issues   **User Adoption, Communication**   * Prepare the user community for the transition * Develop a detailed campus readiness plan, including a communication plan * Identify key concerns of target audiences and address those in communication efforts * Develop training for new user interface and features * Work with users to create cultural acceptance | 30% |
| **Business Lead**  Paddy McGowan | * Allocation of appropriate business resources for requirements, analysis and testing * Lead and Manage UAT. * Address and resolve data quality business processes issues * Build consensus related business rules and data definitions * Review and sign-off on deliverables | 10% |
| **Business / Data Analyst**  Lillian Lee | * Lead STU-RR discussions of business requirements * Oversight for business requirements, functional documents * Identify and document source system relationships, tables, fields * Recommend and document business practices. * Document requirements and functional specifications * Develop report specifications * Act as Data Analyst as required * Identify and document functional requirements and use cases * Work closely with Development and QA to ensure quality and help Use cases. * Develop UAT test scripts * Work with multiple job and business process groups to ensure functionality is implemented * Work with other business units to ensure that system dependencies are addressed * Provide functional knowledge for training and documentation * Work with other project team members to ensure system is correctly configured * Address data issues found during development and testing | 75% |
| **Data Governance**  Kathryn Flack Potts | * Manage SUDS group meetings * Help data group assign definitions * Help data group determine proper data to populate | 5% |
| **Subject Matter Experts**  Paddy McGowan  Pinar Basim  (Reg Office) | * Enrollment, Admissions, Financial Aid, Faculty, Instruction * Provide input to understand current business processes and data needs. * Provide expertise on algorithms needed to create metrics. * Offer design suggestions and feedback. | 5% |
| **Usability & Change Management**  TBD | * Usability Standards   + Change Management Plan, Communication Plan, Training Plan   + Client Advocacy & Campus Readiness, Communications, Training * Online support tools | 20% |
| **Systems / Project Change Management**  Kathleen Dettman Vijay Gandra | * Responsible for reviewing change requests to help prioritize and approve/deny based on impact to the project delivery | %5 |
| **Project Manager**  Kurt Staufenberg | * Create overall project work plan * Monitor progress of overall project; track progress against plan and budget * Develop strategy and approach * Coordinate team resources and allocate resources to activities * Prioritize tasks; reassign tasks when necessary * Manage issue escalation process * Manage the change control process and execute change management per scope and timelines * Single point of contact for all matters related to the project * Help assure quality by reviewing deliverables * Identify project issues quickly, determine solutions, resolve and/or present to Executive Sponsors when necessary * Track and report team status against project objectives * Conduct periodic status and Executive Sponsors meetings * Review final deliverables for submission | 30% |
| **Technical Lead**  Samir Pandey | * Review Functional Designs * Approve Technical Designs * Oversee development * Support testing phases * Approve QA Plan and Performance Test Plan * Develops the repository, merges the repository, performance tuning and enforcing repository best practices. * Works in conjunction with System Administrators for migration, deployment and performance tuning of repositories. | 30% |
| **ETL Developers**  Sue Lee (Lead)  TBD (2) consultants | * The extract, transform and load developer is responsible for successfully moving the data from the source systems to the database and transforming it so it is fit for reporting and analytical purposes. * Write technical specifications * Implement solution according to technical specifications * Provide technical expertise for configuration/setup requirements * Manage issues reported by business partners and QA | Sue Lee 30%  All others 100% |
| **OBIEE Developer**  TBD (1) consultant | * The report designer is responsible for designing and developing static and interactive reports that efficiently support institutional business requirements. * Write technical specifications * Implement solution according to technical specifications * Provide technical expertise for configuration/setup requirements * Manage issues reported by business partners and QA | 100% |
| **QA Lead**  Pooja Yong | * Develop QA Strategy and SIT Plan * Provide guidance to SIT and UAT exit criteria * Manage QA Analysts/Testers * Single point of contact for all QA related issues/matters related to the project; escalation management * Develop/Execute SIT Test Cases * Verify Bug Fixes * Lead System Integration Testing * Prepare SIT Final Report / Exit Criteria * Advise UAT Planning * Coordinate SIT and advise during UAT | 50% |
| **QA Analysts**  TBD (2) consultants | * Develop SIT and Performance test cases * Develop/Execute SIT Test Cases * Verify Bug Fixes | 100% |