

## Appendix E – Roles and Responsibilities

The following list of roles and responsibilities should be considered as a standard baseline for all projects. Your project may include more roles. The same person may fulfill more than one role and there may be multiple individual's serving in a role on a given project.

**Business Sponsor** – The individual from the client Agency with decision-making authority over a project or group of projects.

**Business Subject Matter Expert (SME)** – The individual who is the authority or expert on the business need being addressed by the Project.

**Configuration Manager** – The individual responsible for identifying and defining Configuration Items (CI's) in a system, recording and reporting the status of CI's and Requests for Change (RFC), and verifying the completeness and correctness of CI's. This role is also responsible for the build and deployment of CI's and configuration verification and auditing.

**Database Administrator (DBA)** – The individual responsible for the security and information classification of the shared data stored on a database system. The responsibility includes the design, definition and maintenance of the database.

**Information Technology (IT) Analyst** – The individual skilled in the development and definition of the techniques and technologies being used for the project.

**Information Technology (IT) Developer** – The individual whose responsibility is the development of the software for the project.

**Information Technology (IT) Lead** – The individual responsible for all aspects of the system design and construction. The IT Lead directs the development team.

**Information Technology (IT) Subject Matter Expert (SME)** – The individual who is the authority or expert on the technology or technologies being implemented for the project.

**Lead Business Analyst** – The individual responsible for analyzing the business needs of their Agency to help identify business problems and propose solutions.

**MDIT Sponsor** – The individual from MDIT with decision-making authority over a project or group of projects.

**Project Manager** – The individual responsible for all activities of a project. The Project Manager plans, directs, controls, administers, and regulates a project.

**Quality Assurance Analyst** – The individual who audits and approves project deliverables from a QA perspective. Reviews plans and deliverables for compliance with applicable standards. Provides guidance and assistance on process matters and defining standards. Primary focus is on defect prevention.

**Quality Control Analyst** – The individual responsible for checking the product or service after it has been developed. Primary focus is to find defects.

**Security Analyst** – The individual skilled in the development and definition of the security controls of the project environment.

**Training Coordinator** – The individual who is the key person and point of contact for all training required for the project.

Ultimately the Project Manager is responsible for assuring that all tasks, activities, and work products are complete and accurate. However, other roles will be responsible for completing some or most of the various SEM forms. Below is a list of the SEM work products and what roles, as defined above, are responsible for completing the SEM forms. ***Your project may include more roles and approvers.*** The Project Manager is responsible for the completion of all checklists.

Functional Role	Deliverable											
	Maintenance Plan	Configuration Management Plan	Requirements Specification	Functional Design	System Design	Conversion Plan	Test Plan	Test Reports	Transition Plan	Installation Plan	Training Plan	Security Plan
Project Manager	A	A	A	A	A	A	A	A	A	A	A	A
Business / Client Sponsor	A	A	A	I							A	A
MDIT Sponsor	A	A										A
Lead Business Analyst			A/E	A/E			A/E	E	C	A	A/E	A
Business SME			C	C	C		C	C		C	C	C
IT Lead	E	C	I	A/E	A/E	A/E	A/E	A/E	A/E	A/E		A/E
IT SME			I	C	C	C			C	C		C
IT Analyst	I	I	C	I	E	C	C	C	C	C		C
IT Developer	I	I	I	I	C	I			I	I		I
Database Administrator	C	C	I	C	E	E	C		C	E		C
Configuration Manager	C	A/E										
Security Analyst	I	I	C	I	C	I	I		I	I	C	A/E
QA Analyst			I	I	C	C	E	E	C	C		I
QC Analyst			I	I	C	C	E	E	C	C		I
Training Coordinator			I								A/E	

**Legend:***E = responsible for execution (may be shared)**C = must be consulted**A = responsible for final approval**I = must be informed*