

Project Roles

Project Team Roles

Role	Function	Profile	Time Commitment
Executive Sponsor	Provide highest level of executive leadership and support throughout the project	Vice Chancellor Technology	Very limited – 5%
Project Director	Provides day-to-day project leadership; serves as project co-chair and handles project PR and promotion.	Director Information System	.25
Project Manager	Calls and runs project team meetings; manages project documentation and methodology. Is primary day-to-day contact with Advantiv, responsible for detailed planning of forums and reports.	Consultant	.25
Functional sponsor	Provides day-to-day leadership for the primary functional areas involved in the project. Typically will chair corresponding functional subcommittee.	Department head, chair, director, dean	.25 March-June
Functional/technical lead	Supports the functional sponsor by handling the details associated with each of the primary functional and technical KnowledgePacks	Key subject matter expert –very detail oriented with solid understanding of functional and technical requirements. Supervisors, directors and Coord	Heavy part-time. .5 to 1.0 during certain parts of the project March-June
Functional/technical Subject Matter Expert	Subject matter experts that support the Functional/technical lead by providing detailed review and material	Typically a technical or functional expert with deep knowledge of subject.	8-16 hours during first two months and 8-16 during demo script development May 29-June 25
Participant	Has no project responsibility other than participate in various activities as invited, e.g. on-line requirements review, process review, in-person town hall meetings, etc.	Any member of faculty, staff or student body	Typically 12-40 hours over the course of project May 29-June 15
Internal Tech Support March-July	Manages internal project web pages, provides local project tech support, etc.		As needed March-July

Proposed Functional Teams

(1) Admissions/Outreach/Advancement/Development

- Admissions
- Outreach
- Advancement
- Web
- Community Education
- International Students
- Marketing/Communications

(2) Records/Registration/Schedule/Catalog

- Records
- Registration/Touchnet
- Schedule/Catalog/Curriculum/Schedule 25
- Web
- Community Education
- Assessment/prerequisites/articulation
- Degree audit/graduation
- Counseling/Student Services/Retention

(3) Financial Aid

- Student employment

(4) Finance

- Cashiering Services
- Payroll
- Purchasing
- Budget
- Audit

Risk Management
Accounting
Auxiliaries

(5) Technology

Help Desk
Network/Systems
Technical Services
Application Programming

(6) Human Resource

Benefits
Classification
Employment services

(7) Facilities/Operations

Facilities/construction
Inventory Control
Work orders

Areas that need to be incorporated into the above teams (Others?)

Distance Education	Work force
DSS/EOPS	Student Activities
Special Programs	KCI
Custodial/grounds/facilities/maintenance	Campus Safety
Bookstore	
IR	
Campus Center/Dining	
Printing	

Team Members

Functional Team	Functional Sponsor/co sponsor	Lead	Subject Matter Expert	
Admissions/Outreach/Advancement				
Records/Reg/Sched/Catalog				
Financial Aid				
Finance				
Technical	Sharon Luciw/Chien Shih	Supervisors		
Human Resources				
Facilities/Operations				

Revised February 26, 2007