

Project Sponsor Role

Sponsor Responsibility	Specific Duties
Accountability	<ul style="list-style-type: none"> • Keep project on track <ul style="list-style-type: none"> - Meet regularly with project manager (weekly or bi-weekly) to review project timeline, key milestones and outstanding issues - Hold project manager accountable for meeting objectives, producing deliverables, conducting reviews, and communicating changes to all impacted areas - Share accountability for the project – when the project has problems, it's not only the project manager who's • Be available <ul style="list-style-type: none"> - Be readily available and accessible for consultation with project manager - Act as an umbrella when roadblocks occur for project manager and team - prevent scope and schedule creep - Attend team meetings as needed to keep project on track
Strategic Fit	<ul style="list-style-type: none"> • Assure Project is in line with the organization's strategic goals <ul style="list-style-type: none"> - Confirm project direction and advocate for the project - Monitor political environment to help project adjust, if necessary
Resources	<ul style="list-style-type: none"> • Provide or locate resources for the project <ul style="list-style-type: none"> - Aid the project manager in lining up, getting commitment from, and managing cross-functional support resource needs - Protect resources from getting pulled into other projects
Project Finances	<ul style="list-style-type: none"> • Provide or locate funding for the project <ul style="list-style-type: none"> - Lead project budget creation and validation - Lead efforts to secure external funding (eg SGG) - Ensure project is tracking to budget. Review & approve monthly project finance reports. Escalate as needed.
Lead Political Charge	<ul style="list-style-type: none"> • Help the project manager navigate the organization's political environment <ul style="list-style-type: none"> - Officially affirm project manager - Provide official backing of the project - Communicate project closure and results to organization - Act as an escalation route for the project manager - Arbitrate and resolve conflict and interface problems that the project manager escalates
Own the Final Product	<ul style="list-style-type: none"> • Be clear on what is expected in the end <ul style="list-style-type: none"> - Help define the scope, schedule and resource needs. Ensure project is delivering on outcomes, not just outputs - Validate all project phases with project manager - Sign off on charter and requirements documents • Celebrate & Transition <ul style="list-style-type: none"> - Recognize the team for progress and successes - Contribute in post-evaluation project key learning

Adapted from Stanford Advanced Project Management and IPS Solutions, 2005