Project teams and project governance

It's all very well to assign responsibility to the Project Manager for the successful implementation of your new system, but the Project Manager needs to be supported by a Project Team to get the work done and a governance body who will ultimately be responsible for the implementation of the system.

Considerations when building a project team

People in the Project Team

There is likely to be a mix of people you will need in your project team. The number and variety of people will depend on the scale and complexity of the system you are implementing and your organisation.

There will be people in your team from your organisation, from your vendor, and possibly other experts. The project team will be a mix of:

» Project Managers – both vendor's and your organisation

» Super-users & champions

» Trainers

» Testers

» Communications people

» IT people

One person may perform several of these roles, especially in smaller projects.

Project Team responsibilities

The Project Team's responsibilities will be assigned by the Project Manager and the governance group.

The Project Team responsibilities will support the Project Manager's and vendor's responsibilities and can include a mix of:

» Creating/modifying business processes

» Liaison around configuring the system

» Testing

» Training

» Supporting users

Why do you need project governance?

It's all very well to assign responsibility to the Project Manager for the successful implementation of your new system, but the Project Manager needs to be supported. A project governance body will ultimately be responsible for the implementation of the system that will support the intended vision and outcomes of the new system and for your organisation, as well as being implemented within time and budget.

The purpose of project governance:

» Monitor progress against vision, budget, time frames, risks and issues
» Oversite of engagement with the vendor

The project governance group is often called the project Steering Committee

Who is involved in project governance

The scale of your organisation and of the project will determine the makeup of the governance group. The group (Steering Committee) is likely to be made up of:

» Chair (the Project Sponsor)
  > typically your CEO
» Supported by the Business Owner
  > typically the Manager of the area getting the new system
» Vendor representation
» Your Project Manager
» Your finance manager
» Independent advisor (for larger projects)
» Board members (in smaller organisations)