

Future Talent – Roles and Responsibilities for Project Sponsors and Project Managers (Future Talent Participants)

Project start date	February 2015
Latest date for completion of projects:	31 August 2015

Title	Role
Project Sponsor	<ul style="list-style-type: none"> It is likely this will be the person who commissioned the project and champions the cause throughout the project. They will normally be a senior member of staff with a relevant area of responsibility that will be affected by the outcome of the project. Usually no more than one Sponsor.

Project Sponsor Responsibilities

- Clarify expectations of what the end product will look like.
- Agree realistic milestones with Project Managers.
- Acts as champion of the project.
- First point of contact for the Project Managers.
- Able to deal with any issues escalated.
- Provide as much guidance and assistance as is deemed necessary for the work to be completed.
- Make sure that any resources needed are available.
- Hold ultimate authority and accountability for the project.
- Receive the end product and acknowledge Project Managers' contribution.

Time Commitment

- Variable as required per demands of project – estimated at 5 hours for the duration of the project. Most teams find that around 3 meetings over the course of the work, followed by the post-project review, are sufficient.

Title	Role
Project Managers (FT participants)	The person (or in this case, people) responsible for developing, in conjunction with the Project Sponsor, a definition of the project. The Project Managers then ensure that the project is delivered on time, to budget and to the required standard (within agreed specifications). They ensure the project is effectively resourced and manage relationships with a wide range of groups, including all project contributors.

Project Manager Responsibilities

- Arrange first meeting with Sponsor as soon as possible after projects are allocated.
- Deliver all aspects of the project.
- Manage co-ordination of the partners and any working groups engaged in project work.
- Develop and maintaining a project plan if required.
- Provide status updates to the project sponsor as required.
- Deliver project output (report or other output) to project sponsor as required.
- At the end of the project, arrange post-project review meeting, to include project sponsor

and Future Talent Advisers, for the purpose of reviewing the process, identifying successes and lessons learned.

Mock Steering Group

- Participants will be asked to provide a project progress review to peers and course advisors, detailing where the project is up to and lessons learned so far.
 - Sponsors will not be required for this event.
- For 2015, we are looking to include a presentation event where participants formally present their projects to the Future Talent programme. Project sponsors are likely to be invited, along with other interested colleagues.

Project Presentations and Celebration Lunch

- Participants will present their projects to an audience of DSE SET, Project Sponsors and their Line Managers.
- This will be followed by the presentation of Certificates and a Celebration Lunch.