DSE Future Talent

Development Programme for Staff working in the Directorate for the Student Experience

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Guidance for Project Sponsors

If you have any questions about DSE Future Talent, please contact

[dse-futuretalent@manchester.ac.uk](mailto:dse-futuretalent@manchester.ac.uk)

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|  | |  | | --- | | **Who is the Project Sponsor?**   * 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. * There is usually no more than one Project Sponsor. | |
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| **Project Sponsor Responsibilities** | |
| * Clarify expectations of what the end product will look like. * Agree realistic milestones with the DSE Future Talent participants. * Act as champion of the project. * First point of contact for the DSE Future Talent participants. * Provide as much guidance and assistance as is deemed necessary for the work to be completed. * Make sure that any resources needed are available. * Able to deal with any issues escalated. * Hold ultimate authority and accountability for the project. * Receive the end product and provide feedback on the DSE Future Talent participants’ contribution. | |
| **Time Commitment** | |
| * Variable as required per demands of the 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 meeting, are sufficient. * The project start date will be mid-late November 2023 and the project completion date will be Friday 31 May 2024. | |

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| **Who are the Project Managers?**   |  |  | | --- | --- | |  | * The DSE Future Talent participants 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. | |

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| **Project Manager Responsibilities** |
| * Deliver all aspects of the project. * Arrange first meeting with Project Sponsor as soon as possible after projects are allocated. * Manage stakeholder engagement and any working groups engaged in project work. * Develop and maintain a project charter and risk register. * Provide status updates to the Project Sponsor as required. * Deliver project output to Project Sponsor. * At the end of the project, complete a project evaluation report and arrange post-project review meeting, to include Project Sponsor and DSE Future Talent programme lead, for the purpose of reviewing the process, identifying successes and lessons learned. |
| **Mock Steering Group (March 2024)** |
| * 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.   + Project Sponsors will not be required for this event. |
| **Project Presentations and Celebration Lunch (June 2024)** |
| * Participants will present their projects to an audience of Project Sponsors, Line Managers and programme facilitators. * This will be followed by the presentation of certificates and a celebration lunch. |