Project Portfolio

Each project approved by the Exec. Director will have the following project team:

Project Lead
1. Project lead interviews client and completes a project plan
2. Project lead assigns personnel to project team
3. Project lead is accountable for the project
4. The project lead can serve in multiple roles on a project

Project Manager
1. Project manager performs the tactical leadership and monitors timeline and deliverables
2. Project manager serves as liaison between project lead and other team members

Team Members
1. Project implementation performing technical function, delivery of service, design of service, etc.

Communications Manager
1. Communications manager designs the communication strategy concerning the project, product and/or service for internal and external clients
2. Communications manager can be assigned as the manager for documentation for a technical project/service
3. The communications manager may or may not be the actual person delivering or presenting the information
4. All forms of communication should be considered and appropriately used: Web, e-mail, COE Listserv, Powerpoint Presentations, Podcast, Video

Professional Development Manager
1. Professional development manager will design training for COE community relating to the product or service
2. All forms of professional development should be considered and appropriately implemented: Face-to-face, Web, Presentations, Video, Podcast, Online, etc.
3. The professional development manager will work closely with or perform the communication managers role

Security and Quality Assurance
1. The role of the security and quality assurance manager is one of testing and monitoring customer expectations and deliverables
2. The security and quality assurance manager will work closely with the project lead and collaboratively produce the project debrief report
3. Security considerations for technical projects fall under this role
4. The security and quality control manager assists the project lead in the control of “scope creep”