

Project Plan Role Map Template

		Role	Responsibilities	Time Commitment	How Many/Who?
Leadership		Program Sponsor (PS)	Set strategic direction Approve Business Case Funding control Approve recommendations Sign-off authority		
		SFA U Project Sponsor	Set strategic direction Approve recommendations		
Project Team		Program Project Manager (PPM)	Sponsor support Project promotion Team buy-in Oversee project Review & approve recommendations Sign-off designee Manage SME involvement Control project work throughout each phase		
		SFAU Project Manager	Monitor progress Establish & support project team Review recommendations Negotiate sourcing options		
		Team Lead	Conduct performance analysis Create project plan Create deliverable schedule Manage daily project tasks Identify & review deliverables (facilitator/participant/TOT) Control project work throughout each phase		
		Instructional Designer (ID)	Provide input & direction on the design and development of training materials Develop the Curriculum Plan Determine training delivery strategy Identify & design instructional platform Create Content Outline Identify & build Help/Support processes Develop Performance Support materials		
		Development Team (Dev)	Interview SMEs Create Course Content Create Instructor/Facilitator material Create Participant material Create Performance Support & other support materials Revise material based testing Implement ongoing support Implement training maintenance plan		
		Communications POC (Comm)	Develop the communication plan Create & deliver communications Update the communication plan		

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Project Team	Logistics Coordinator (LC)	Schedule training sessions & trainees Coordinate & confirm facilities and resource requirements Review Registration Execute support		
	Trainers (TRN)	Attend TOT Deliver training sessions Conduct trainee evaluations		
	Information Technology (IT) - programmer/tech arch	Build learning applications/tools Create training environment Create training databases (CD ROM) Revise applications/tools based on testing Provide technical support		
	Testers (TST)	Create test scripts Schedule users Conduct alpha & beta usability tests Conduct pilot development tests Conduct component, assembly & system development tests Track SIRs		
SME	Expert Group A	Define process & policy Provide management perspective on target user performance Provide input to functional requirements Provide audience, course & conference information		
	Expert Group B (supervisors = CAMs/Tos)	Provide input to functional requirements Provide audience, course & conference information Provide owner perspective of performance enablers Review and adopt training material standards Review and approve engagement, interactive & learning activities Review and approve macro content outline Review & sign-off on training materials		
	Target User (schools, etc)	Provide input to functional requirements Provide audience, course & conference information Provide user perspective on job performance and enablers Participate in usability, pilot and other development testing Attend training Provide feedback on training delivery and effectiveness		
Support	Contracting Officer Representative (COR)	Review recommendations Provide input on budget and contract issues Review Task Order Award Task Order		
	Technical Advisor	Review scripts, blocking and production schedule Provide technical requirements		
Support	Desktop Publishing (DP)	Print training materials Ship training materials		
	Graphics Designer (GD)	Create graphics Develop performance support materials		
	Quality Control (QC)	Design & Create course evaluation instruments Collect, summarize & analyze course evaluation data		
	Media Coordinator (MC)	Review & revise scripts, blocking and production schedule Create media Create video		