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SIMPLE TRICKS WHEN DEFINING A PROJECT TEAM



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SPONSOR AND PM

Let's be clear and says this once and for all, whoever pays for a project needs to be and remain in charge. That role is the Sponsor who will appoint a project manager to assist him/her for the duration of the project.

Together they will consider and appoint the other roles in the team structure.

They will follow the achievements of the team and solve the problems encountered to enable the team members to focus on the delivery of the products of the project.

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USERS AND SUPPLIERS

A User representative must be identified early on. That role is important not only during the project but also after the project has ended as it will be their role to validate and measure the benefits after a pre-defined period of use of the project products.

Suppliers representatives are likely to be identified slightly later as a selection might be needed.

The selected Supplier(s) will verify their teams are in place and that the quality of the products they produce is in line with Users' expectations.



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THE TEAM

Team members will do the work and it is essential they are selected with care based on their skills and competencies.

Their achievements and velocity should be followed to see early on if any changes are needed.

The quality of the products they produce must be reviewed, validated, approved by independent reviewers and accepted by user representatives.

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SUPPORT

In smaller projects the project manager and team members will support their own work.

In larger projects this may no longer be possible and a project support function should be put in place. This can be done by a central Project Office for instance.

Some key functions to consider are Administrative, Quality events, risk overview and management, assistance with planning or scheduling and help with reporting and communication.



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CHANGE AND ASSURANCE

Things never go to plan in projects. That's the way it is and that is OK as long as you have put a structure in place which enables to remain in control at all times. One way of doing this is to identify early who will approve and pay for changes to the original scope.

Another key function is that of Assurance to follow, monitor and audit when required how the project is performing. The reason for doing so is to enable the Sponsor to ensure (s)he has the right information to make the right decision at the right time.

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REMINDER



Having the right team in place increases the chances of maximising resources, deliver the best quality possible with the constraints of cost and time within a pre-defined scope.

It is therefore essential to selected the right people for each role to improve the chance of succeeding our project.

ESSENTIALLY

Once the Sponsor-Project Manager duo has been established, start as quickly as possible to identify the User representatives. Then define the skills you need for the project so you can identify who can deliver the quality you require. See who can help and support you with the daily chores (if possible). Clarify who will authorize changes to the scope you have defined and who will assure you have the right information to make the right decision at the right time.



ACTION PLAN

before the project

The Sponsor will select a Project Manager.
Together they will consider and appoint the other roles in the team structure.
User and Supplier representatives need to be selected with care.
Teams will be appointed to deliver various parts of the projects and work closely with the project manager.

during the project

Monitor the activities of teams and see if at any time changes are needed in your structure.
Do you need a specialist project manager for one part of the project, don't hesitate to put him in place.
See if all roles are done correctly and comprehensively by all members. If not, clarify the role with them and replace them if needed.

after the project

It is now time to release the team to make them available for other projects.
Remind the User representative to verify, validate and measure the benefits after a pre-defined period of use of the project products.
Close the project and have a little celebration. You deserve it.

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CONFIRM THE TEAM MEMBERS OF YOUR PROJECT

MAIN

Sponsor

User representative

Supplier representative

Project Manager

Team members

OPTIONAL

Support

Change authority

Assurance

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DRAW A PICTURE OF YOUR TEAM STRUCTURE

ABOUT US

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BlueHAT delivers courses, coaching and consulting related to Project, Programme, Portfolio and Risk Management in view to enable organisations to bring Change and allow for deep Business and Personal Transformation. Our goal is to elevate the owners of businesses and help them become Leaders.

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