

## **BATTERY Project Roles & Responsibilities**

Role	Individuals	Major Responsibilities
<b>Executive Steering Committee (ESC)</b>	Bob Cape, Elise Jorgens, Sue Sommer-Kresse, Steve Osborne, Victor Wilson	<ul style="list-style-type: none"> <li>○ Appoint project leadership</li> <li>○ Approve changes to scope, timeline or budget</li> <li>○ Resolve major policy or business practice issues (as-needed)</li> <li>○ Monitor project progress and assure that risks and issues are resolved.</li> <li>○ Support communication and institutional culture change</li> <li>○ Promote buy-in on the part of the College community</li> <li>○ Communicate the project status to the College</li> <li>○ Define principles that shape the decision making process</li> </ul>
<b>Project Manager</b>	Priscilla Burbage	<ul style="list-style-type: none"> <li>○ Make decisions regarding issues that impact project scope, project budget, business change, or institutional culture.</li> <li>○ Coordinate decision making process so that all schools receive adequate consideration.</li> <li>○ Resolve policy and process issues where possible; facilitate resolution with ESC where necessary</li> <li>○ Secure functional team members participation in the project</li> <li>○ Recommend adding or removing team members</li> <li>○ Review, gauge impact of, advise on, and provide support for changes to business practice</li> <li>○ Lead project communications with the College Community                             <ul style="list-style-type: none"> <li>● Engage standing College committees and create as needed groups of community members to discuss issues of importance and maintain lines of communication with faculty, staff and students (see Communication Plan)</li> <li>● Meet with faculty in academic departments to discuss how they can use the new ERP software to support their curricular and educational objectives</li> <li>● Support discussions of the new ERP software among academic and non-academic administrators who will support the ERP-implementation</li> </ul> </li> <li>○ Support effective communication among all levels of the project implementation team</li> </ul>

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<b>BATTERY Implementation Team</b>	Project Manager, Functional and Technical Team Leads	<p>The BATTERY Implementation Team provides leadership at the functional level for the implementation of the ERP Vendor Software. Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>○ Provide leadership in making and resolving implementation decisions that impact multiple functional areas.</li> <li>○ Conduct regular review of project status in terms of the timeline to understand dependencies among functional areas and to make adjustments as needed</li> <li>○ Review project status in terms of individual functional areas and/or milestones</li> <li>○ Review the communication plan to assure that project progress is appropriately communicated to the College community and to identify any internal communication concerns</li> </ul>
<b>PM Support Team</b>	TBD from CPS, Vendor PM, Ellen Duncan	<p>The Project Management Support Group will provide support to the Project Manager, the Executive Steering Committee, and the BATTERY Team. Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>○ Establish project work plan, methodology and tools.</li> <li>○ Oversee the work of the team leads.</li> <li>○ Monitor project status, risks and issues.</li> <li>○ Resolve issues related to project execution.</li> <li>○ Recommend / establish metrics to be used in dashboard reporting for approval by the Project Manager and ESC.</li> <li>○ Provide project status and dashboard reporting as outlined in the Communication Plan</li> <li>○ Manage the project budget.</li> </ul>
<b>Project Scheduler</b>	Ellen Duncan	<p>The Project Scheduler will serve a member of the Project Management Support Group. Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>○ Provide direct support to the Project Manager and BATTERY Team as needed.</li> <li>○ Coordinate the scheduling of BATTERY Team meetings and agendas.</li> <li>○ Coordinate the process of getting weekly updates to project schedules.</li> <li>○ Escalate issues related to slippage of project schedules</li> </ul>

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<b>Communication Specialist</b>	TBD	The Communication Specialist will provide direction and support for the implementation of the Communication Plan for the project.
<b>Technical Team Leads</b>	Marcia Moore, Deborah Johnson	<p>The Technical Team lead is responsible for coordinating and guiding the technical support requirements for the successful implementation of all ERP modules. Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>○ Oversee project technical staff – report developers, interfaces, data conversion</li> <li>○ Ensure that tasks owned by the Technical Team are completed in a timely manner to preclude slippage in the project schedules.</li> <li>○ Coordinate with CIO to secure contract resources , if needed</li> <li>○ Support the Project Manager as needed</li> <li>○ Serve as a member of the BATTERY Team</li> </ul>
<b>Functional Team Leads</b>	Dianne Dyches, Darin Junck, Don Griggs, Ruby Flateau, Cathy Boyd, Dee Cole, Chivon Jenkins, Michelle Smith, Myra Whittemore, Andrew Bergstrom	<p>Functional team leads are responsible for the successful implementation of their included in the scope. They are responsible for making decisions and ensuring that necessary work is complete. Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>○ Communicate overall project status of their functional area to their staff and to the Project Leadership Team</li> <li>○ Assign responsibility to functional staff and ensure work is done in a timely manner to preclude slippage in the project schedules.</li> <li>○ Provide leadership in implementation decisions</li> <li>○ Ensure reporting requirements are met</li> <li>○ Develop training plans for functional areas</li> <li>○ Develop testing plans</li> <li>○ Approve Security authorizations within their area</li> </ul>

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<b>Functional Team Members</b>	Individuals selected by Functional Team Leads in coordination with the Project Manager	<p>The Functional Team Members are responsible to learn the software and tools, actively participate in the decision-making, and for getting the work done. Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>○ Create and implement detailed work plans for each functional module</li> <li>○ Prepare for training and consulting</li> <li>○ Plan, document and test procedures</li> <li>○ Develop the ERP vendor software to best serve the needs of College of Charleston</li> <li>○ Populate system with College of Charleston data</li> <li>○ Perform manual data entry as required</li> <li>○ Practice on the system</li> <li>○ Test the system</li> </ul>
<b>Technical Team Members</b>	Individuals selected by the Technical Team Lead in coordination with the Project Manager	<p>The Technical Team Members are responsible to learn the software and tools, actively participate in the decision-making, and for getting technical task work done. Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>○ Complete project schedule tasks in a timely manner</li> <li>○ Develop, test, and implement interfaces as required</li> <li>○ Provide technical support for conversions as required</li> <li>○ Provide technical support for required testing</li> <li>○ Provide technical support as required for controlling instances – develop, pre-prod, testing, production, etc.</li> </ul>