Identify the responsibilities assigned to each of the team roles.

Project Manager

* Develop a project plan
* Manage deliverables according to the plan
* Recruit project staff
* Lead and manage the project team
* Determine the methodology used on the project
* Establish a project schedule and determine each phase
* Assign tasks to project team members
* Provide regular updates to upper management

Project Team Member

* Contributing to overall project objectives
* Completing individual deliverables
* Providing expertise
* Working with users to establish and meet business needs
* Documenting the process

Project Sponsor

* Make key business decisions for the project
* Approve the project budget
* Ensure availability of resources
* Communicate the project’s goals throughout the organization

Executive Sponsor

* Carry ultimate responsibility for the project
* Approve all changes to the project scope
* Provide additional funds for scope changes
* Approve project deliverables

Business Analyst

* Assist in defining the project
* Gather requirements from business units or users
* Document technical and business requirements
* Verify that project deliverables meet the requirements
* Test solutions to validate objectives