# Recommended Project Roles & Scopes

## Project Manager

**Project Plan Owner**
- Defining scope, timelines, risks, and success factors

**Project Team Coordinator**
- Assigning, delegating and creating alignment with project team
- Guide team through activities with collaboration and impartiality

**Oversight Lead**
- Bringing team together for regular discussions and providing status/stakeholder updates

**Project Delivery**
- Accountable for Timelines, Progress and Monitoring to Project Plan
- Addresses Deviations and Updates Project Plan

**Stakeholder Management**
- Identify stakeholders, manage feedback and project scope changes, address concerns

**Senior Leadership Alignment**

## Change Manager

**Change Assessment & Strategy (Co-Creation with OD and HR Partner)**
- Evaluate project impacts on people and what strategic supports/resources should be engaged
- Develop change strategy aligned with project goals, including training, engagement and communication strategies

**Change Plan Creation**
- Create a comprehensive change management and communication plan
- Supports execution, input and deliverables from change and communication plan

**Stakeholder Strategies**
- Strategize and support resistor engagement
- Assess change readiness through plan

**Change Awareness and Support**
- Support development of change resources, communication channels, and engagement activities

## OD Consultant

**Change Assessment & Strategy (Co-Creation with CM and HR Partner)**
- Evaluate project impacts on people and what strategic supports/resources should be engaged
- Develop change strategy aligned with project goals, including training, engagement and communication strategies

**Change Alignment with Faculty/Org**
- Identify areas that require improvement or alignment with the project goals

**Team Development**
- Facilitate team development workshops to enhance collaboration, innovation and cultural changes

**Leadership Development**
- Provide coaching and development opportunities for leaders to manage and lead change

**Sustainability Strategy**
- Support with sustainability of change beyond project completion