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
- **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