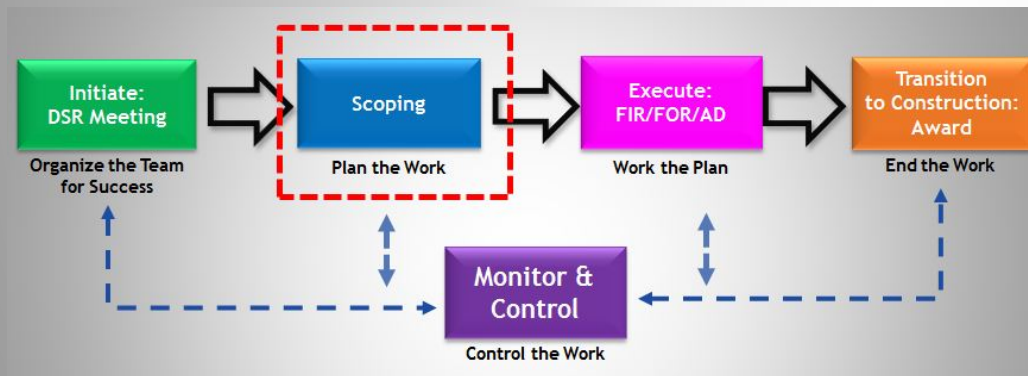




## Section 2: Roles and Responsibilities

# Roles and Responsibilities

The Roles & Responsibilities Plan identifies who is on the team and what they are going to contribute to completing the project.



## Project Delivery Plan

1. Risk Management
2. **Roles & Responsibilities**
3. Scope Management
4. Cost Management
5. Schedule Management
6. Change Management
7. Procurement Management
8. Communications Management
9. Quality Management
10. Transition to Construction Plan



# Roles and Responsibilities

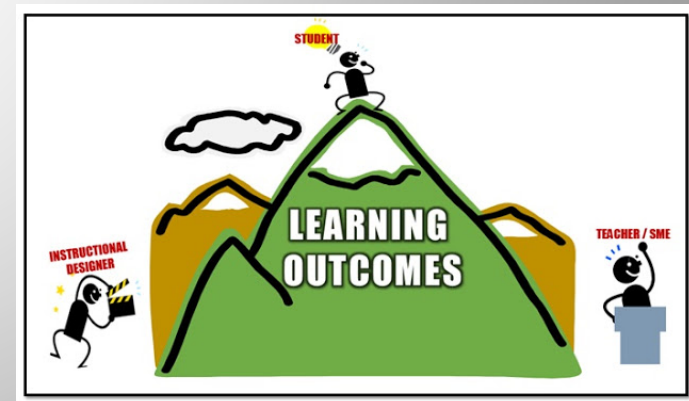
This topic covers the following:

- Learning Objectives
- Why does the PDP include Roles and Responsibilities?
- Example Roles and Responsibilities Plan
- What is the Project Manager's role in Roles and Responsibilities?
- How do you create a Roles and Responsibilities Plan?
- Summary

# Learning Objectives

Participants will be able to:

- Recognize the value and purpose of the Roles and Responsibilities Plan
- Develop a Roles and Responsibilities Plan





# Example Roles & Responsibilities Plan

## SECTION 2: ROLES AND RESPONSIBILITIES

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The PM will create and maintain project-specific tables identifying the Project Team, Management Team and external organizations. The Management Table will also function as an informal “escalation ladder”. The tables will be updated if/when personnel changes. Link to file:



Sample Contact List  
with Roles & Respo

The Major Deliverables Matrix for the project will also be kept up to date by the PM.



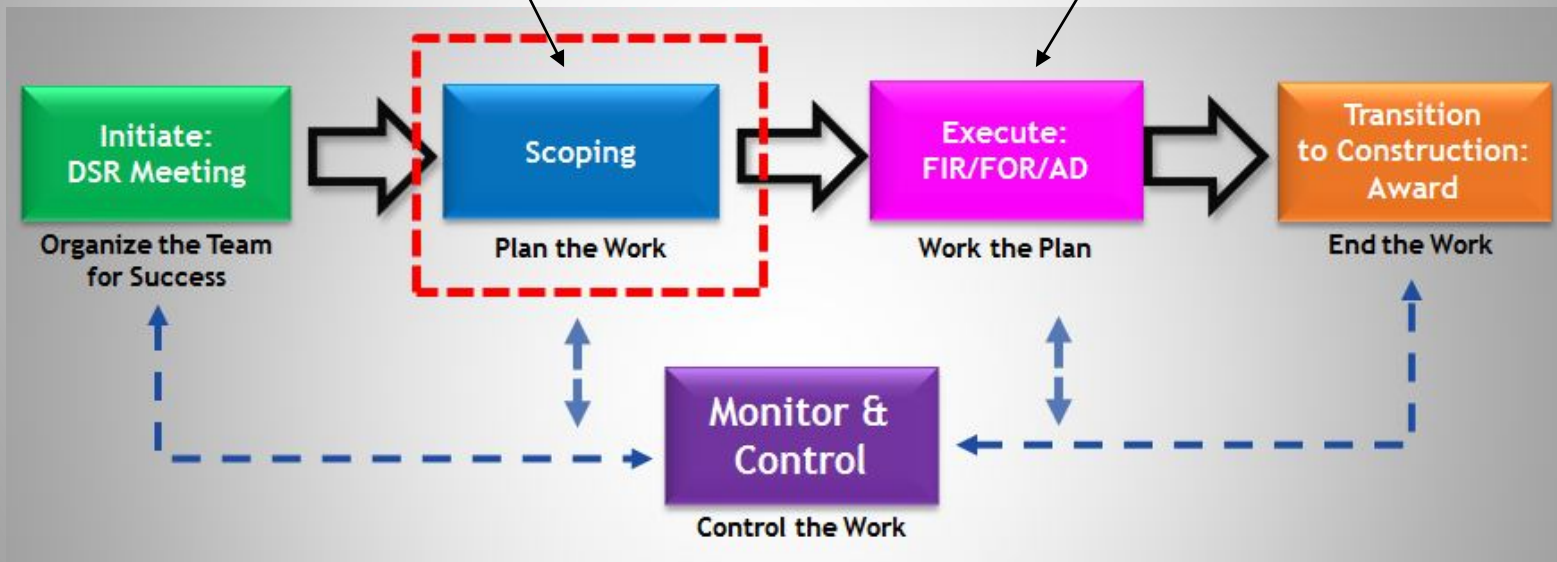
Sample Major  
Deliverables Matrix



# The PM's Job in Roles and Responsibilities

Develop a Roles & Responsibilities Plan. Ensure that the Project Team is fully staffed with the required expertise.

Manage the Project and engage the Team.



# The PM's Job in Roles and Responsibilities

The PM's role at CDOT is often combined with the role of a lead designer, such as Roadway.

What are some of the challenges of this dual-role?

- Two sets of distinct responsibilities (extra balls to juggle!)
- Not enough time in the day! (If your design starts falling behind, you're apt to let your PM duties take a back seat.)





# How do you create a Roles & Responsibilities Plan?

The Plan documents Project Team Roles and Responsibilities.

Remember, if there is a change in personnel or a scope change during project execution, Roles and Responsibilities may need to be revisited.

Project Team			
Name	Name of Contact	Roles & Responsibilities	Organization
Bicycle & Pedestrian	Tao Wheeler	Provide guidance and interpretation related to bicycle and pedestrian criteria.	CDOT
Bridge/Structure Design	Paula Piers	Provide designs, plans & specs for structural elements. Conduct site investigations as needed to support design.	Eb & B Consul LLC
Civil Rights	Joe Johnson	ADA Curb Ramp evaluation; DBE goals, OJT goals	CDOT
Communications	Trans Parent	Develop and implement project specific external communications plan.	CDOT
Construction Project Engineer	Carl Cook	Review PS&E and provide comments on constructability. Support development of construction related items (form 859).	CDOT

# How do you create a Roles & Responsibilities Plan?

The plan identifies the Management Team and key stakeholders supporting the project and documents roles and responsibilities.

Management Team				
Title	Name	Roles & Responsibilities	Organization	Tele
Chief Engineer	Taup Dawg	Executive Oversight	CDOT - HQ	
RTD	Big Kahuna	Region Executive Oversight	CDOT - Region 3	
Program Engineer	Sam Spade	Program/Project Oversight	CDOT - Region 3	
Resident Engineer	Megan Miller	Project Management & Oversight	CDOT - Region 3	
Project Manager	Jill Jones	Project Management	CDOT - Region 3	
Construction Project Engineer	Carl Cook,	Constr Management and Oversight	CDOT - Region 3	
PMO Rep	Steve A. Peck	Project controls assistance/coordination with HQ PMO	CDOT - Region 3	

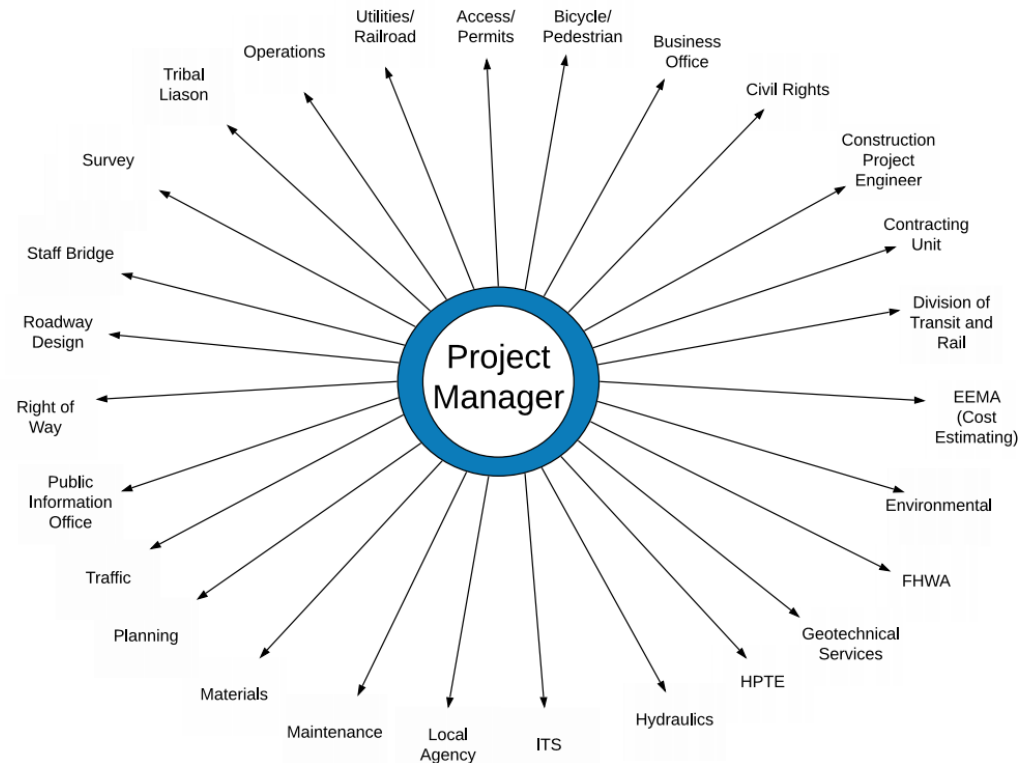
External Organizations				
Title	Name	Roles & Responsibilities	Organization	Tele
FHWA Area Engineer	Chuck Chambers	Project Delivery Oversight and Support	FHWA	
Government Liaison	Ellen Everton	Liaison	Save our Wildlife Foundation	
City Engineer	Mia P. Owens	Provide local agency support	City of Gorgeous Gorges	

# How do you create a Roles & Responsibilities Plan?

The PM consults specialty unit managers to identify a point of contact and develop an overview of the associated scope of work.

Who often gets overlooked

- Maintenance
- Local Agencies





# Early Engagement Leads to Endorsement

Getting team members involved early in project scoping and decision-making brings the right expertise to the process.

Ultimately, team members will be asked to endorse the PDP when it is complete. Engaged team members share ownership and are more likely to agree with the plan, and most importantly, follow through on commitments.



# Roles & Responsibilities Plan

## Questions/Discussion

