

Project Roles and Responsibilities

PROJECT ROLE ...

TAKES CARE OF ...

TYPICALLY FILLED BY ...

Decision Maker

(Approximately 3-7hours/week)

- Final sign off on Vision deliverables
- Engaging key stakeholders such as Council or Administration
- Approving changes in scope or extra work

- Administrator
- Communications Director
- IT Director/Chief Information Officer
- IT Project Manager / Consultant

Project Manager

(Approximately 8-10hours/week)

- Primary contact with Vision
- Coordinating staff and resources to ensure timely deliverables and productive meetings

- Communications Director
- Public Information Officer
- IT Director
- Webmaster
- Assistant Manager
- IT Project Manager / Consultant

IT Contact

(Approximately 2-4hours/week)

- Coordinates with Vision primarily during the Go Live phase of the project
- DNS updates
- Email questions / setup

- IT Director
- Webmaster

Content & Assets Coordinator

(Approximately 5-8hours/week)

- Gathers all images, documents, branding, videos, logos etc. that will be added to the website

- Marketing Coordinator
- Public Information Officer
- Webmaster

Billing Contact

(Approximately 2hours/week)

- Interface with Vision to ensure prompt billing
- Resolve any questions about the billing of the project

- Assistant Manager
- Clerk
- Finance Director

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