Assembling the Team: Project Sponsors

An interactive worksheet



 **Planning**

The project sponsors are those individuals who are most responsible and accountable for a successful project. They typically ensure the necessary financial, human and other resources are in place, and have sufficient authority to address organizational barriers if they arise. Project sponsors can often serve as “champions” for the project both inside and outside of the agency. The sponsors are likely not involved in the day-to-day planning details but must be periodically briefed. The number of sponsors and their roles are largely dependent upon the nature and scope of the procurement project.

The example worksheets below are for larger procurement projects, such as an IIS migration. The second column entitled “tole/title” lists typical roles for a larger procurement project. The “specific role(s)” wording is offered as a suggestion only.

*Adapt the roles and description as needed to fit your circumstances and needs.*

# Worksheet: project sponsors

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| **Name** | **Role/title** | **Specific role (s)** (adapt as needed) |
|  | Health department leadership/executive sponsor | Ensure executive support for the project; resolve inter/intra-departmental disputes; gather support. |
|  | Immunization program manager | Ensure program needs are fully and accurately described in the RFPs; ensure program staff are engaged in defining IIS requirements; liaise with CDC; ensure funding is available for the length of the proposed project. May serve as project lead (see the next table). |
|  | Central IT leadership (if outside the health department and if applicable) | Ensure procurement process and documents align with jurisdictional policies and standards; serve as a resource to the program. May or may not serve on the core team; that is, may be an oversight role only. |
|  | Health department IT leadership (the CIO, informatics lead or other appropriate individual) | Help ensure that the IIS project fits well into the health department’s IT portfolio and informatics strategy. This may be distinct, but related to, the jurisdictional priorities and strategies as determined by central IT (see row above). |
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