

▶ Project Office

- ▶ Develop/institute project management
- ▶ Control framework across all projects

▶ Project Manager

- ▶ Primary project responsibility
- ▶ Create project charter
- ▶ Build/maintain project plan
- ▶ Project reporting
- ▶ Coordinate project team
- ▶ Coordinate required programming

▶ Onsite Consultant

- ▶ Business process engineering
- ▶ Primary onsite presence
- ▶ Work with PC to accomplish project tasks

▶ Business Analyst

- ▶ Plan data migrations
- ▶ Perform data migrations
- ▶ Perform setup

▶ Trainer

- ▶ End user training
- ▶ Core training
- ▶ Both onsite and at Escape

▶ Other Team Members

- ▶ QA – Unit, baseline and release testing
- ▶ Tech writer – Documentation, release notes and training materials
- ▶ Support staff – Ongoing system support