

The Most Important Roles for Your PPM

PPM Role	PPM Responsibility	Typical Organizational Role	Your Notes
Initiator	<ul style="list-style-type: none"> • Brings in initiative • Captures initiative and elaborates it into project proposal • Presents project proposal to Pipeline Review Committee (if required) 	Management, Experts, Key Account Managers	
Portfolio Coordinator	<ul style="list-style-type: none"> • Responsible for company's project portfolio or part thereof (e.g. for business unit or program) • Guides other roles through entire process • Translates strategy into project prioritization criteria • Supports Initiator during idea phase, e.g. facilitates resource requirement estimates • Creates portfolio suggestions • Prepares decision-making meetings (outside of execution phase) 	Head of PMO, PMO Team Member, Business Unit Manager, Program Owner, IT Coordinator	
Pipeline Review Committee Member	<ul style="list-style-type: none"> • Review, evaluate and prioritize initiatives 	Department Managers, Business Experts	
Portfolio Board Member	<ul style="list-style-type: none"> • Responsible for seeing strategy through to execution by using successful project portfolio management • Exerts control over active portfolio • Makes decisions regarding issues in active portfolio • Decides on the future project portfolio and the respective budgets 	Senior Management	

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Project Leader	<ul style="list-style-type: none"> • Reports project status • Reports resource requirements for project • Escalates project issues • Presents project to decision-making bodies (if required) 	Trained Project Manager	
Resource Manager	<ul style="list-style-type: none"> • Ensures correct mapping of resources to roles and skills • Staffing: (re-)assigns resources to projects • Resolves day-to-day / tactical resource management issues 	Team Lead	
Team Member	<ul style="list-style-type: none"> • Works on projects he is assigned to 	Any employee	
Execution Steering Member	<ul style="list-style-type: none"> • Responsible for strategy execution through individual projects • Exerts control over active projects • Makes decisions regarding issues in active project • Resolves project management challenges 	Department Managers, Senior Management	
HR Business Manager	<ul style="list-style-type: none"> • Develops roles and skills with business unit leaders • Defines with business unit leaders who has booking rights on which role 		
HR Assistant	<ul style="list-style-type: none"> • Keeps record of employment up-to-date, including hire/termination date, departmental allocation, work schedule, holidays 		
Strategy Manager	<ul style="list-style-type: none"> • Works with Portfolio Coordinator to translate strategy into evaluation criteria (strategy workshop) 		