

## The Most Important Roles for Your Lean PPM™

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

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