

Roles in Lean PPM™

Getting started with Lean PPM™ is easy. Assign the roles of Lean PPM™ to people in your organization. Consider the responsibilities and functions of each role below and assign individuals who best matches these duties.

PPM Role	PPM Responsibilities	Typical Role
Initiator	<ul style="list-style-type: none"> • Brings in initiative • Captures initiative and details it out in the project proposal • Presents project proposal to Pipeline Review Committee (if required) 	<ul style="list-style-type: none"> • Manager • Key Account Manager • Expert
Portfolio Coordinator	<ul style="list-style-type: none"> • Responsible for all or part of the company's project portfolio (e.g., for a business unit or a program) • Guides other roles through the entire process • Translates strategy into project prioritization criteria • Supports Initiator during idea phase, for example, by facilitating resource requirement estimates • Creates portfolio suggestions • Prepares decision-making meetings (outside of execution phase) 	<ul style="list-style-type: none"> • Head of PMO • PMO Team Member • Business Unit Manager • Program Manager • IT Coordinator
Pipeline Review Committee Member	<ul style="list-style-type: none"> • Reviews, evaluates and prioritizes initiatives 	<ul style="list-style-type: none"> • Department Manager • Business Expert
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 	<ul style="list-style-type: none"> • Senior Manager • Executive
Project Manager	<ul style="list-style-type: none"> • Reports project status • Reports project resource requirements • Escalates project issues • Presents project to decision-making board (if required) 	<ul style="list-style-type: none"> • Project Manager
Resource Manager	<ul style="list-style-type: none"> • Ensures correct mapping of resources to roles & skills • Staffing: (re-)assigns resources to projects • Resolves day-to-day/tactical resource management issues 	<ul style="list-style-type: none"> • Team Lead
Team Member	<ul style="list-style-type: none"> • Works on assigned projects 	<ul style="list-style-type: none"> • Any employee
Execution Steering Member	<ul style="list-style-type: none"> • Responsible for executing strategy through individual projects • Exerts control over active projects • Makes decisions regarding issues in active project • Resolves project management challenges 	<ul style="list-style-type: none"> • Department Manager • Senior Manager • Executive
HR 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 each role 	<ul style="list-style-type: none"> • HR Manager
HR Assistant	<ul style="list-style-type: none"> • Keeps record of employment up-to-date, including hire/termination date, departmental allocation, work schedule, and holidays 	<ul style="list-style-type: none"> • HR Assistant
Strategy Manager	<ul style="list-style-type: none"> • Works with Portfolio Coordinator to translate strategy into evaluation criteria (Strategy Workshop) 	<ul style="list-style-type: none"> • Manager