



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