Ω OMEGA IT-Consulting

Project Sponsor

Checklist Responsibilities

Purpose and benefits of the project, alignment with stakeholders

Is it clear, …

- ☐ whether the **idea** is also understood and supported by other interest groups or whether there are doubts and resistance?
- ☐ what **added value** will the project generate for whom?
- ☐ what the **expectations** are, where the journey is going and what **benefits** are to be generated for whom?
- ☐ what part of the **organizational/corporate strategy** the project supports/is responsible for? Is everyone aware of how **important** the project and therefore all project participants and their commitment are?
- ☐ what technical and social **dependencies** and **interfaces** with other projects/organizations exist and are managed?
- ☐ what the **governance** for the project looks like and therefore who decides what?

Setting up the project and integrating it into the organizational environment

Is it clear, …

- ☐ how best to **set up** a project?
- ☐ what the **conditions** for the project are and how they are ensured?
- ☐ whether the **project objectives** are comprehensible, concrete and measurable?
- ☐ how the necessary **financial resources** are provided?
- ☐ which **resources** with which skills are to be made available, when and to what extent?
- ☐ whether the **project organization** and **approach** fit in with the existing organization?
- ☐ what rules should be used to set **priorities**?
- ☐ whether the **purpose** and **benefits** of the project have been clearly and consistently understood by everyone in the project?

Cooperation and division of tasks with the project manager

Is it clear, …

- ☐ how the **tasks**, **competencies** and **responsibilities** between the Project Sponsor and the project manager are delineated?
- ☐ what the project needs from the Project Sponsor and when, what the Project Sponsor **needs** from the project and when?

Leading the project

Is it clear, …

- [ ] how to **manage** and **control** one or more projects efficiently and effectively?
- [ ] how to enter **requirements** into the project and how to check and accept **delivery results** from the project?
- [ ] how much **transparency** is needed from the project?
- [ ] how the project reaches **decisions** efficiently?
- [ ] how the Project Sponsor knows the **status** of the project at all times and is informed about **problems** and **risks** as well as **successes** and **opportunities** at an early stage?
- [ ] who **communicates** what, to whom, how, when, how often, to what extent and via which channel?
- [ ] how to achieve a pleasant **working atmosphere** where everyone feels safe and valued?
- [ ] how **escalations** from the project are handled?
- [ ] how the Project Sponsor deals with **changes** to the project?
- [ ] how **successes** are celebrated?

Completion of the project and takeover

Is it clear, …

- [ ] what are the conditions for project completion?
- [ ] what will be done with the existing **assets** on completion, what needs to be **archived** or **decommissioned**?
- [ ] how to ensure that what has been **learned** from the project is used within the organization?
- [ ] how **cooperation** with suppliers and consultants is concluded or continued and adapted?
- [ ] how project team members are **thanked**, **rewarded** and **retained**?