

Business Functions



Ref: RA0002

Document Name	Project Manager	Team Lead - for Projects	Account Manager	PMO	Technical Team Leads	PRB	PCB	Project PCB	Service Centre Manager	Security	Service Improvement and QA	Infrastructure & Bus. Apps Serv's	Stakeholder Engagement	Architecture & Systems Services	Business Operations	Customer Sponsor	Customer Contact
Budget Table	R	C	I	C		I	I										
PMO Document Approval Process	C			R	A	I				C	C	C	C	C	A	A	C
End Stage Report	R			C				A									
Issue Log	R						A	A									
Operational Acceptance Manual	R										A						
Project Agreement	R									A	A	A	A	A	A	A	C
Project Benefits Realisation Questions and Assessment	R																
Project Benefits Realisation Report	R																
Project Document Flow Diagram	I			R	R												
Project Engagement Model				R													
Project Evaluation Report – Medium /Large	R																
Project Evaluation Report – Small	R																
Project Evaluation Report Questions	R																
Project Initiation Document	R																
Project Closure Process				R													
Project Plan – Medium/Large	R																
Project Plan – Small	R																
Project Size Evaluation				R													
Project Variation Document	R																
Resource Table	R																
Risk Log	R																
Service Centre User Guidelines										R							
Service Level Agreement																	
Solutions Architecture Document																	
Status Report – Medium / Large	R						A	A									
Status Report - Small	R						A	A									
Work Request																	
Business Case	R						A	A							A		
Business Requirements Document	R																A
Capacity Plan	R											A					
Communications Plan	R						A	A									A
Gantt Chart	R				A		A	A									A
Project Organisational Roles				R													
Risk Assessment Document	R			C			A	A									
Technical Design	R									A	A		A				A
Test Plan	R																
Training Plan	R																
Disaster Recovery Plan																	
Functional Design	R																
Test Strategy	R																

- R = Responsible
- A = Approver
- S = Support
- I = Inform
- C = Consult