# Banner Project Roles

**Project Steering Committee**

*(Dr. White, Dr. Wooten, M. Dieckmann)*

- Serve as senior administration oversight for the project.
- Liaisons to President, Cabinet, and Board of Trustees.
- Provide executive direction to the Administrator and Coordinating Committee.
- Resolve University policy decisions and issues requiring Cabinet-level decisions.

**Executive Sponsor**

*(M. Dieckmann)*

- Daily liaison between Steering Committee and the project.
- Serves as executive director for the project; works closely with the Coordinating Committee Chair and the Project Managers.
- Responsible for ensuring an adequate external communications program for the project.
- Responsible for administering the project budget and expenditures.
- Responsible for securing needed resources for the project.
- Chairs joint Coordinating Committee/Steering Committee meetings.

**Coordinating Committee Chairperson**

*(Betsy Bowers)*

- Organizes and facilitates the activities of the Coordinating Committee.
- Calls and chairs Coordinating Committee meetings; reviews agendas and results with the Project Administrator.
- Aids the Project Administrator in the external communications effort.

**Coordinating Committee**

*(Sherell Hendrickson, David O'Brien, Gloria Resmondo, Sandra Vander Heyden, Jan Woody)*

- Serves as the group of departmental directors that are responsible for the successful implementation of the Banner system.
- Supports and advises the Project Managers; works with the Project Managers to coordinate and oversee the project.
- Endorses the work of the implementation teams.
- Resolves policy, process, and project resource issues not needing Cabinet-level involvement (in that case, Steering Committee resolves the issues).
- Provides departmental resources to project, and staff resources to implementation teams, as needed.
- Communicates with clients as needed.
### Project Directors

**Colleen Asmus, Barbara Daley**

- Lead project implementation activities and direct the implementation teams via the Team Leaders.
- Provide day-to-day project management.
- Ensure effective internal project coordination and communications.
- Provide framework for monitoring and reporting project status and progress against defined schedule, milestones, goals, and objectives.

### Project Manager

**Marge DuFala**

- Manages the SCT resources engaged in the project.
- Acts as UWF liaison to SCT organization during implementation.
- Works closely with UWF Project Managers.

### Implementation Team Leaders

- Lead the activities of implementation teams, under direction of the Project Managers.
- Is leader for sub-workgroups for all designated modules.
- Coordinates and attends all meetings and training for designated modules.
- Provides expertise and knowledge in current specific business processes.
- Ensures all processes are defined and configured for designated modules in banner.
- Coordinates activities and meetings of workgroup coordinators; responsible for agendas and minutes for all meetings.
- Ensures representation from all impacted areas is included in meetings, decisions, training, etc.
- Ensures that issues are recorded, addressed, and resolved for all designated modules.

### Implementation Teams

- Perform conversion, implementation, and operation tasks in defined areas of responsibility.
- Become subject experts in defined areas of Banner system and its functions.
| Implementation Team Coordinators | Serves as key player and workgroup coordinator for specified module.  
|                                | Coordinates and attends all meetings and training for designated module.  
|                                | Provides expertise and knowledge in current specific business processes.  
|                                | Ensures all processes are defined and configured for the designated module in Banner.  
|                                | Coordinates activities and meetings of the module workgroup; responsible for agendas and minutes for all meetings.  
|                                | Ensures representation from all impacted areas is included in meetings, decisions, training, etc.  
|                                | Ensures that issues are recoded, addressed, and resolved for the designated module. |
| Implementation Team Member     | Is a key player for specified module.  
|                                | Attends all meetings and training for designated module.  
|                                | Provides expertise and knowledge in current specific business processes.  
|                                | Helps define processes and configuration for designated module in Banner. |
| Implementation Team Technical Representative | Understand tables and relationships within the designated modules.  
|                                | Attend all meetings and training for designated module.  
|                                | Provide expertise and knowledge in current specific business processes.  
|                                | Provide technical support in defining processes and configuration. |
| Implementation Team Interested Party | Works in area impacted by module.  
|                                | Attends meetings and training where appropriate.  
|                                | Provides expertise and knowledge in current specific business processes.  
|                                | Provides input in specific process definition and configuration, in order to ensure business area’s needs are met. |
### ITS Organization

- Responsible for providing infrastructure support for the system and the project.
- Provides technical support for the Banner system.
- Provides technical support for interoperability of the Banner system with UWF’s information technology environment and other UWF systems.
- Provides administrative support for the project.
- Provides project work space, meeting space, and training facilities.
- Coordinates with CFRDC for system hosting.
- Responsible for implementation of the web portal as a related, but separate, project.