

Project Sponsors: Roles and Responsibilities

WHO CAN BE A QUALITY IMPROVEMENT PROJECT SPONSOR?

- A Trust Executive, Associate Director, Clinical Director, Operations Director

WHAT IS THE ROLE OF A PROJECT SPONSOR?

- Buy into the project
- Support, promote and act as a champion of the project
- Articulate the project vision to others
- Be the project's voice to senior executives /managers
- Keep an eye on project progress
- Help resolve issues and unblock barriers
- Challenge the team and project
- Holding team to account for project progression

WHAT ARE THE RESPONSIBILITIES OF A PROJECT SPONSOR?

- Act as a team mentor
- Support and challenge the team
- Join project meetings occasionally
- Stay appraised of the project
- Ask what is holding the team back and what is being done about it
- Assist team in obtaining resources/overcoming barriers
- Champion successes
- Attend the team's Celebration Event

WHAT ARE THE RESPONSIBILITIES OF THE PROJECT TEAMS?

- Keep their project sponsor informed of project progress e.g. send them
 - meeting minutes
 - storyboards
 - presentations
- Invite project sponsor to attend meetings
- Ask for assistance when required