

## Project Sponsor Role & Responsibilities

- Identify a project point of contact.
- Sponsors will generally not attend LEAD team meetings but are asked to orient the team about the identified project and negotiate the project agreement.
- Ensure that the purpose and importance of the project is clarified to the LEAD participants.
- Obtain a commitment from sponsor's top leadership.
- Explain the organization's goals and mission to LEAD participants.
- Formalize objectives for both long term goals and short term objectives.
- Share expectations and requirements of the project.
- Provide a clear sense of purpose and direction.
- Share work rules and office policies and procedures.
- Explain ground rules and protocols.
- Involve additional staff and resources as needed to assist the team.
- Provide ongoing feedback on project progress to the LEAD participants.
- Address any issues promptly with the Pinellas County LEAD Liaison.
- Upon completion of project, participate in the team evaluation and debrief.