

**NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE**

PROJECT ROSTER

<i>Purpose:</i>	<i>Identify team members, their roles and responsibilities, and their contact information.</i>
<i>Target Audience:</i>	<i>Project Sponsor, Project Director, Project Manger, Project Team</i>

PROJECT IDENTIFICATION
Project Name:
Project Sponsor:
Project Director:
Project Manager:
Date:

DOCUMENT HISTORY		
Revision <i>(Briefly describe the revision.)</i>	Author	Revision Date

PROJECT SPONSOR		
<i>The project sponsor has primary responsibility for advocating for the project and ensuring that the project has the necessary resources to be successful. Some projects may have more than one Project Sponsor.</i>		
Name/Organization	Email Contact	Telephone Contact

PROJECT DIRECTOR		
<i>The project director acts as the primary intermediary between the project's Sponsor or organization's executives and the Project Manager. Often, the same individual performs the Sponsor and Project Director roles.</i>		
Name/Organization	Email Contact	Telephone Contact

PROJECT MANAGER		
<i>The project manager has primary responsibility for planning and implementing the project.</i>		
Name/Organization	Email Contact	Telephone Contact

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PROJECT TEAM		
<i>The project team has primary responsibility for delivering a successful project.</i>		
Name/Organization	Email Contact	Telephone Contact

STEERING COMMITTEE		
<i>The Steering Committee will provide support and direction at the request of the sponsor.</i>		
Name/Organization	Email Contact	Telephone Contact