

**RAD PROJECT TEAM ROLES AND RESPONSIBILITIES ROSTER  
 FURRY FRIENDS 2.0.0  
 FINANCIAL MANAGEMENT SERVICE**



The participants below represent the business owners, users, and development staff who comprise the Project Team for the Furry Friends release 2.0.0 project. Names/titles in bold are full-time participants of the Define Team.

<b>Role</b>	<b>Skills Needed</b>	<b>Description</b>	<b>Start-Up</b>	<b>Define</b>	<b>Design</b>	<b>Develop</b>	<b>Deploy</b>	<b>Post-Deploy</b>
<b>Executive Sponsor/ Customer</b>  Germaine Sheppard  202.555.1111 <a href="mailto:Germaine.Sheppard@furryfriends.com">Germaine.Sheppard@furryfriends.com</a>	<ul style="list-style-type: none"> <li>• Requirements Approval</li> <li>• Scope Approval</li> <li>• Financial Approval</li> </ul>	The Executive Sponsor/Customer is the ultimate owner of the project. Is responsible for ensuring that the application fulfills strategic business needs. Will also be responsible for building and empowering the project team. Is only required to participate in key checkpoints and the executive presentation.	100%	100%	100%	100%	100%	100%
<b>Project Manager</b>  <b>Bennet Hound</b>  202.555.2222 <a href="mailto:Bennet.Hound@furryfriends.com">Bennet.Hound@furryfriends.com</a>	<ul style="list-style-type: none"> <li>• Project Planning</li> <li>• Project Management</li> <li>• Facilitation</li> <li>• Effective Workshop Techniques</li> <li>• Selecting and Leading People</li> <li>• Internal Public Relations</li> <li>• Scope Management</li> <li>• Client Management</li> <li>• Business Risk Assessment</li> <li>• Technical Aptitude</li> </ul>	The Project Manager ensures the successful completion of all project deliverables. Participates in all aspects of the project. Facilitates the Define Phase with an emphasis on development the BRPS. Removes obstacles impeding progress. Resolves any assigned issues. Assists in the development of selected deliverables. Disseminates project status and related information. Approves deliverables.	100%	100%	100%	100%	100%	100%

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<p><b>Business Functional Lead</b></p> <p><b>Elaine Beagle</b>          202.555.3333  <a href="mailto:Elaine.Beagle@furryfriends.com">Elaine.Beagle@furryfriends.com</a></p>	<ul style="list-style-type: none"> <li>• Business Analysis</li> <li>• Knowledge of the Business</li> <li>• Project Coordination</li> <li>• Business Requirements Gathering</li> <li>• Business Risk Assessment</li> <li>• Coordination of the Security Plan and C&amp;A Process</li> </ul>	<p>The Business Functional Lead has the business knowledge necessary to write business requirements for the application. Ensures the requirements meet the mission of the organization and appropriation mandates. Coordinates all efforts and creates all documentation in the Define Phase. Creates the User Document and leads the User training. <b>Key Decision Maker for the Business Side.</b></p>	100%	100%	25%	100%	100%	100%
<p><b>Functional Specialists</b></p> <p><b>Connie Spaniel</b>          202.555.4444  <a href="mailto:Connie.Spaniel@furryfriends.com">Connie.Spaniel@furryfriends.com</a></p> <p><b>Greg Dane</b>          202.555.8989  <a href="mailto:Greg.Dane@furryfriends.com">Greg.Dane@furryfriends.com</a></p> <p><b>Ralph Poodle</b>          202.555.8787  <a href="mailto:Ralph.Poodle@furryfriends.com">Ralph.Poodle@furryfriends.com</a></p>	<ul style="list-style-type: none"> <li>• Broad understanding of the business processes</li> <li>• Frontline users of the system</li> </ul>	<p>Provides detailed information regarding the actual business processes (how the work is accomplished.)</p>	10%	100%	25%	100%	100%	100%

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<p><b>Technical Lead</b></p> <p><b>Nathan Pug</b></p> <p>202.999.5555  <a href="mailto:Nathan.Pug@developers.com">Nathan.Pug@developers.com</a></p>	<ul style="list-style-type: none"> <li>• Leading People</li> <li>• Technical Risk Assessment</li> <li>• JAVA</li> <li>• HTML</li> <li>• MS Technologies</li> <li>• Development Best Practices</li> <li>• GUI Tools</li> <li>• JAVA Development Tools</li> <li>• Operating System knowledge (project specific)</li> <li>• ODBMS/RDB MS knowledge</li> <li>• Middleware technologies/tools/drivers</li> </ul>	<p>Responsible for the overall implementation of the executable architecture. Ensures that the technical aspects of the application will work within the computing environment/architecture of the application. Is involved in the day-to-day technical aspects of the development. Resolves any assigned issues. Assists in the development of selected deliverables.</p> <p><b>Key Decision Maker for the Development side and provides Level of Effort estimates for requirements.</b></p>	100%	100%	100%	75-100%	25%	100%
<p><b>Scribe</b></p> <p><b>Doris Dalmation</b></p> <p>202.999.8888  <a href="mailto:Doris.Dalmation@developers.com">Doris.Dalmation@developers.com</a></p>	<ul style="list-style-type: none"> <li>• Technical Writing</li> <li>• Word Processing</li> <li>• Organization</li> </ul>	<p>Records all meeting minutes and organizes meeting information by topic. Tracks outstanding issues, and when issues are resolved, who resolved the issue and its resolution. Tracks action items, to whom they are assigned and when. Tracks parking lot items. Tracks Key Decisions/Business Rules. Tracks questions for developers. E-mails meeting minutes daily as well as outstanding issues and action items. Notes System Messages as they are mentioned and the contact person. Records glossary terms and acronyms.</p>	0%	100%	0%	0%	0%	0%

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Development Staff (Designers)  Lead Designer: Jim Boxer  202.999.6666 <a href="mailto:Jim.Boxer@developers.com">Jim.Boxer@developers.com</a>	<ul style="list-style-type: none"> <li>• HTML</li> <li>• GUI Design</li> <li>• GUI Tools</li> <li>• Requirements Gathering</li> <li>• Prototyping (HTML, JavaScript)</li> <li>• Application Design</li> <li>• Workflow Design</li> <li>• Integration and Regression testing</li> </ul>	Designs and develops the screens for the application. Works with the business users to determine the “Look & Feel” of the application and how it will function. Responsible for creating and integrating the screens for the application. Conducts integration and regression testing. Participates in Define sessions on an “as needed” basis.	0%	25%	50%	100%	50%	0%
Development Staff (Database)  Lead Database Designer: Jane Terrier  202.999.7777 <a href="mailto:Jane.Terrier@developers.com">Jane.Terrier@developers.com</a>	<ul style="list-style-type: none"> <li>• Data Modeling</li> <li>• Data Modeling Tools</li> <li>• Physical Database Design</li> <li>• RDBMS</li> <li>• Stored Procedures Design &amp; Development</li> </ul>	Analyzes the data entities and relationships and models a logical view and a technology -dependent physical view of the data. Creates logical and physical database design. Administers and operates the database(s). Maintains and updates the database. Participates in Define sessions on an “as needed” basis.	0%	25%	100%	100%	25%	50%
Development Staff (Coders)  Lead Developer: Maude Mastiff  202.999.9999 <a href="mailto:Maude.Mastiff@developers.com">Maude.Mastiff@developers.com</a>	<ul style="list-style-type: none"> <li>• Software development</li> <li>• Middleware technologies</li> <li>• Application design</li> <li>• OO Analysis and Design</li> <li>• SME Management</li> </ul>	Develops the application tier and other servers. Develops connectivity to existing systems. Conducts unit testing. Participates in Define sessions on an “as needed” basis.	0%	25%	75-100%	100%	50%	100%
Quality Assurance  Q&A Lead: Doug Rover  202.999.1212 <a href="mailto:Doug.Rover@developers.com">Doug.Rover@developers.com</a>	<ul style="list-style-type: none"> <li>• Risk Analysis and Mitigation</li> <li>• QA Planning</li> <li>• Test Planning</li> <li>• Test Management</li> <li>• Testing Tools</li> <li>• Software Testing</li> </ul>	Develops the QA and Test Plans. Works with the Project Manager to ensure quality deliverables. Oversees testing activities. Conducts system, acceptance and usability testing.	25%	0%	25-50%	50%	100%	100%

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<p>Systems Administrator</p> <p>Frank Daschaund</p> <p>202.999.2323  <a href="mailto:Frank.Daschaund@developers.com">Frank.Daschaund@developers.com</a></p>	<ul style="list-style-type: none"> <li>Platform Management</li> </ul>	<p>Administers the systems and development environments.</p>	25%	0%	25%	50-100%	100%	100%
<p>Configuration Management Lead</p> <p>Debra Yorkie</p> <p>202.999.3535  <a href="mailto:Debra.Yorkie@developers.com">Debra.Yorkie@developers.com</a></p>	<ul style="list-style-type: none"> <li>Configuration Management</li> </ul>	<p>Responsible for setting up and maintaining the configuration management tools. Conducts CCBs. Builds application releases.</p>	25%	0%	0%	0%	25%	0%