Project Sponsor Responsibilities
At Each Stage of the Project Lifecycle

Idea Development

1. Communicate company strategy and propose projects aligned with that strategy
2. Ensure planning starts with looking at the problem to be solved
3. Ensure project planning occurs ahead of the budget cycle
4. Ensure each proposal supports a legitimate business need

Planning

1. Assign Project Manager
2. Develop business case
3. Provide resources
4. Review and authorize the Project Execution Plan
5. Ensure estimates are appropriate for the life cycle phase
6. Show support for the project

Execute

1. Keep up-to-date on project status
2. Resolve escalated issues
3. Make decisions on scope changes
4. Ensure actions are taken to get a project 'back on track'
5. Show support for the project

Close-Out

1. Verify that project deliverables satisfy requirements; ensure metrics were tracked to evaluate whether or not business objectives were achieved
2. Report to stakeholders on whether Key Performance Indicators were achieved
3. Ensure that responsibility for the new product or service is turned over to operations
4. Participate in 'Lessons Learned' sessions
5. Reward success

Key Questions the Project Sponsor Should Ask
At Each Stage of the Project Lifecycle

Initiation Phase

1. Does the project meet company standards in terms of profitability or return on investment?
2. Are project objectives in line with the corporation's strategic plan?
3. Are resources available to carry out the project?
4. Are the assumptions in the project charter valid?
5. Is the scope of the project clearly defined?
6. Is all information for the project to proceed available and organized?
7. Have the design assumptions been validated?
8. Have client requirements been formally confirmed?
9. Has a high-level risk assessment been done?
10. Are key stakeholders involved?
11. Does the project manager need more support or training?
12. Have roles and responsibilities been outlined for project team members?
13. Has a formal project kickoff been planned?

Planning Phase

14. Has a quality assurance plan been developed?
15. Are project management and implementation strategies in place?
16. Have project risks been identified, quantified, and responses identified?
17. Are systems for document management, activity scheduling and tracking, procurement management, estimating, budgeting, and cost control in place?
18. Has a detailed project plan been developed?
19. Have statements of work been developed for work packages?
20. Has a project communication plan been developed?

Execution Phase

21. Is project performance being tracked on a regular basis and are variances being addressed?
22. Are regular communications taking place per the communication plan?
23. Are scope changes being actively managed?
24. Are risks being actively managed?
25. Is decision-making proactive and solution oriented?

Closing Phase

26. Has a transition plan been prepared?
27. Has a lessons learned evaluation been conducted?