



Your Company Name

Required Approvals Matrix

Date

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Revision History

Date	Version	Author	Change

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Table of Contents

1 Purpose	4
1.1 Sample Roles and Responsibilities Descriptions.....	4
2 Approval Matrix	7

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1 Purpose

This document provides a Matrix of key project activities (e.g., functions, tasks, documents or phases) and who is responsible for approving them.

- Projects vary in size, type, and organization.
- Small Projects: Generally no organizational structure is needed. It could include a project sponsor, project manager, and team members.
- Large Projects: Generally a more organized structure where team members understand their roles and responsibilities

1.1 Sample Roles and Responsibilities Descriptions

Roles	Description
Analyst	<p>Primary liaison between technical areas, business partners or other project groups. The Analyst gains an understanding for current and future processes, documents business client requirements prior to developing and implementing solutions, and identifies costs, benefits, risks, and constraints.</p> <p>Note: This individual is often called a Business Analyst, Business Systems Analyst, Systems Analyst or a Requirements Analyst.</p>
Change Control Group	The Change Control Group is generally composed of individuals authorized to approve changes to the project requirements, budget, and schedules.
Client	Project or service customers (individuals or groups).
Client Project Manager	Large projects can also have a primary business contact on the same level as the project manager representing the Information Technology organization.
Designer	The Designer reviews the business requirements and architecture and designs a solution to meet the business needs. Designer results are passed to development staff to build the solution based on the design specifications.
Functional Manager	Ensures project tasks are completed with resources under the manager’s control within scope, time, budget, and quality constraints.



Roles	Description
Governance Board	Executive Team in the organization that reviews projects to ensure they are meeting enterprise goals.
Performing Organization	Generally the sponsoring project organization whose personnel are most directly involved in doing the project work.
Program Manager	Individual in charge of management of a program (group of related projects) to achieve its objectives and benefits.
Project Management Office	A group or entity with responsibilities to manage those programs and projects under their responsibility.
Project Manager	The individual assigned to complete the project's objectives by coordinating and integrating activities across multiple functional lines, and managing stakeholder communications. The project manager also manages the project scope, time, cost, and quality.
Project Stakeholders	Individuals or groups that are actively interested (or have a stake) in the outcome of the project through its execution or implementation. They could be internal clients, management, employees or external stakeholders.
Project Team	The project team includes full-time and part-time resources to work on project deliverables. These individuals could be from one organization or from a cross-functional team where members are from multiple organizations.
Project Team Leader	This individual ensures project tasks and assignments are completed on time, on budget, and within quality standards The individual knows the strategic and operational issues.
Sponsor (Executive Sponsor and Project Sponsor)	<p>Provides clarity of the project vision and directs the activities of the project team. Allocates funding and resources to the project. Provides executive authority necessary to overcome organizational obstacles and barriers. They also champion the project within their organization and are the guardian of the business case, and ultimately responsible for project success.</p> <p>This person has authority over the project. The Executive Sponsor provides project funding, resolves issues and scope changes, approves major deliverables, and provides high-level direction.</p>
Steering Committee	A group of high-level stakeholders that set the strategic vision and objectives for a program or project. The team helps to build consensus through the organization to support the project or program's objectives. They do not take the place of a Sponsor, but help to spread the strategic input and buy-in.



Roles	Description
Suppliers / Vendors	Groups within an organization or outside subcontractors that work with your direction, or supply material, equipment, hardware, software or supplies to your project.
Technical Manager / Liaison	Ensures project implementation is technically consistent with the overall technical strategy of the enterprise and is on track with project requirements, quality targets, and budgetary constraints, and timelines.
Users	Individuals or groups that use the project deliverables and may be involved in project activities, e.g., defining business requirements and performing user acceptance testing (UAT).

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2 Approval Matrix

The following table provides a matrix of functions or documents and those responsible to approve them.

Sample Matrix: Revise the table with the appropriate functions, tasks, documents, and phases.

Function or Document	Role or Name	Approval Name	Date Completed	Date Approved	Comments
<i>Business Case Study</i>	<i>Sponsor Managers</i>				
<i>Feasibility Study</i>	<i>Sponsor Managers</i>				
<i>Cost / Benefit Analysis</i>	<i>Sponsor Managers</i>				
<i>Project Approval Document</i>	<i>Sponsor Managers</i>				
<i>Project Charter</i>	<i>Sponsor Managers</i>				
<i>Functional Requirements</i>	<i>Sponsor Managers</i>				
<i>Technical Requirements</i>	<i>Proj. Mgr.</i>				
<i>Requirements Traceability Matrix</i>	<i>Proj. Mgr.</i>				
<i>Project Plan</i>	<i>Sponsor Proj. Mgr. Managers</i>				
<i>Training Plan</i>	<i>Proj. Mgr.</i>				
<i>System Design Document</i>	<i>Proj. Mgr.</i>				
<i>Technical Design Document</i>	<i>Proj. Mgr.</i>				
<i>Process Guide</i>	<i>Proj. Mgr.</i>				
<i>Installation Guide</i>	<i>Proj. Mgr.</i>				
<i>Software User Guide</i>	<i>Proj. Mgr.</i>				
<i>System Administrators Guide</i>	<i>Proj. Mgr.</i>				
<i>Operations Guide</i>	<i>Proj. Mgr.</i>				
<i>Technical Test Plan</i>	<i>Proj. Mgr.</i>				



Required Approvals Matrix
Project Name
Version

Function or Document	Role or Name	Approval Name	Date Completed	Date Approved	Comments
<i>User Acceptance Test Plan</i>	<i>Proj. Mgr. Managers</i>				
<i>Product Acceptance Document</i>	<i>Proj. Mgr. Managers</i>				
<i>Production Turnover Approval</i>	<i>Proj. Mgr. Managers</i>				
<i>Project Feedback Analysis</i>	<i>Proj. Mgr.</i>				
<i>Modification Request</i>	<i>Proj. Mgr.</i>				

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