Sponsor Checklist

- ☐ Be an effective champion for the project within the department.
- ☐ Seek out the support of those with more authority within the department.
- ☐ Understand the sponsor role as detailed in the project documentation (FSR, Project Charter, Project Governance Plan, Steering Committee Charter, Executive Steering Committee minutes, Project Management Plan, Change Control Plan, and any other) detailing project sponsor role.
- ☐ Approve and sign the document that defines all the governance roles and responsibilities.
- ☐ Understand the project's complexity.
- ☐ Share with the project a documented and clear understanding of the relative priorities of project cost, schedule, and scope.
- ☐ Participate as an active regular participant in the high level project decisions affecting cost, schedule and scope.
- ☐ Ensure decisions are made timely to support the priorities.
- ☐ Maintain project accountability.
- ☐ Actively engage with the project team if the conditions deteriorate or when indicated by performance measures or project oversight.
- ☐ Drive compliance with CA-PMM methodology.
- ☐ Support the Project Director/Manger in maintaining project discipline.
- ☐ Receive and review regular accurate budget and expenditure reports and understand whether the project is ahead, behind or on projections.
- ☐ Receive and review regular credible project schedule progress reports and understand whether the project is ahead, behind or on projections.
- ☐ Receive and review regular resource reports and understand whether the project is ahead, behind or on projections.
- ☐ Receive and review regular project quality metric reports and understand the significance.
- ☐ Understand the project's high level issues and receive regular issue reports and resolution effort progress reports.
- ☐ Understand the project's high level risks and receive regular risk reports and mitigation effort progress reports.
- ☐ Support and require documentation of participation and resolution regarding escalated issues related to project cost, schedule, and scope, in executive steering committee minutes, change control board processes or minutes, and project decision log.
- ☐ Actively participate in communication efforts to internal and external project stakeholders.

The successful sponsor must foster an atmosphere where people rapidly admit mistakes, take responsibility, and then allocate the resources needed to resolve the issue.

Attributes of an Executive Sponsor	
• Engaged	• Good judgment
• Collaborative	• Calm
• Inquisitive	• Vision
• Decisive	• Trusts staff
• Passionate	• Integrity
• Accessible	• Politically aware
• Outcome Oriented	• Good listener
• Influential	• Creates good will