# FACULTY-ITaLI PARTNERSHIP PROJECTS: ROLES AND RESPONSIBILITIES

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<th>Position</th>
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| ITaLI Advisory Committee          | Approves overall approach to Partnership Projects and reviews performance of all Partnership Projects  
  • Advises Deputy Vice-Chancellor (Academic) [DVCA] and Pro-Vice-Chancellor (Teaching and Learning) [PVC T&L] on strategies and priorities in the context of learning and teaching directions of the university  
  • Monitors the development, implementation and evaluation of major initiatives undertaken by ITaLI, including the Partnership Projects  
  • Reviews the performance of the Institute in relation to meeting UQ’s strategic objectives, focusing on achievements and plans for the future, and provides feedback to ITaLI and DVCA, including recommendations for performance benchmarks  
  • Serves as a means of communication between the university community and ITaLI through regular meetings | Deputy Vice-Chancellor (Academic)               |
| Project Owner                     | Conceptualises, plans and provides resources for individual Partnership Projects  
  • Defines the scope, goals, budget and timelines of the project, appoints project manager, and ensures that detailed project plan and supplementary management plans are complete before commencement of the project  
  • Identifies and where necessary obtains the required resources for the project  
  • Reviews the project status and progress against stated objectives  
  • Approves major changes in the project proposal  
  • Checks quality and approves final deliverables | ITaLI Advisory Committee                        |
| Project Leader                    | Leads the implementation of individual Partnership Projects based on agreed plans  
  • Leads the successful delivery of the project in accordance with project plan by managing others and undertaking relevant work  
  • Monitors the project’s boundaries – scope, budget, milestones, goals, deliverables – to ensure that project is delivered on time and within budget  
  • Ensures that all involved in the project are aware of their roles and responsibilities and fulfil their obligations. Keeps track of human and financial resources, including monitoring expenditure and staff time  
  • Identifies and actively mitigates risks and communicates challenges  
  • Keeps major stakeholders, especially Project Owner, informed of project progress  
  • Ensures that project has written documentation to demonstrate progress and challenges and that reporting systems are in place  
  • Leads the evaluation and dissemination of project outputs and outcomes. | Project Owner                                   |
| Project Team Member               | Undertakes discrete work that contributes to individual Partnership Projects  
  • Is in agreement and aware of the project proposal  
  • Implements Partnership Project work based on the scope and plan provided  
  • Keeps Project Leader and Project Liaison informed of progress and any challenges | Project Leader                                  |
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| **Director of ITaLI**            | Approves ITaLI's approach to providing assistance through the Partnership Projects and makes recommendations to Project Board about Partnership Project structure and progress  
• Approves the strategic direction of the Partnership Project initiative and the role ITaLI plays in this initiative  
• Approves ITaLI’s management approach to supporting Faculties with their Partnership Projects and activities  
• Approves key decisions regarding selection and management of projects, as well as allocation of ITaLI staff to projects  
• Ensure key stakeholders are kept up to date with the latest developments in the project | ITaLI Advisory Committee and Deputy Vice-Chancellor (Academic)                |
| **Program Coordinator**          | Coordinates ITaLI's participation in all Partnership Projects and provides project management support where necessary  
• Provides assistance to start up projects, including scoping discussions, staff allocations and assistance with project planning (where necessary). Identiﬁes and recruits ITaLI staff to work on Partnership Projects.  
• Keeps track of all projects by coordinating regular meetings and reporting, including submission of monthly and biannual reports to Program Director and regular presentations to Project Board  
• Develops systems to streamline project management across the Partnership Projects, and connects projects to each other where synergies exist  
• Provides troubleshooting assistance and follow up for projects when challenges arise | ITaLI Advisory Committee and Director of ITaLI                                |
| **Project Liaison**              | Implements technical work, supports project management and reports on individual Partnership Projects  
• Provides technical expertise to implement Partnership Project work in collaboration with Project Manager and Team Members  
• Identifies when project management advice and support is needed and provides assistance in this area, e.g. planning, deﬁning the scope, stakeholder management, meeting deadlines, identifying human and financial resource needs, communicating, identifying and mitigating risk, keeping within budget, evaluating the project, and disseminating outcomes.  
• Communicates regularly with Program Coordinator, Project Manager and Team Members. Submits monthly progress reports to Program Coordinator. Informs Program Coordinator if additional technical assistance is needed from ITaLI to support the project. | Project Leader and Program Coordinator                                         |
| **Project Team Member**          | Undertakes discrete work that contributes to individual Partnership Projects  
• Facilitates and supports Partnership Project work based on the scope and plan provided  
• Keeps Project Leader and Project Liaison informed of progress and any challenges | Project Leader and Project Liaison                                           |