

# Catalyst projects types and role RACI

## Catalyst Project Team Roles & Responsibilities RACI

Here is a list of the project team roles & responsibilities and RACI (Responsible, Accountable, Consulted, and Informed).

Project Team leads will need to identify members to fulfill the relevant roles and add this to the current project charter which can be found in the project page in Confluence.

Each Catalyst Project needs *at least* one **Catalyst Champion** and one **Catalyst Participants**. More than one team members can be a **Catalyst Champion** or **Catalyst Participant**.

| Project Team Role  | Responsibilities   | RACI        | Catalyst  |
|--|--|-------------|-----------|
| <b>Catalyst Champion</b> <ul style="list-style-type: none"> <li>Minimum 2 Champions (CSP / Vertical enterprise)</li> </ul> | The Champion role defines the problem statement to be solved. Champions' responsibilities include: <ul style="list-style-type: none"> <li>Helping to define the business challenge and validating that the project addresses a significant industry problem</li> <li>Providing business requirements, clarifications and feedback for the use cases within the project</li> <li>Validating that the proposed project deliverables will provide value to the industry</li> <li>Giving feedback on solutions as they are developed</li> <li>Promoting the solutions within their organizations and to the wider industry</li> <li>Providing a 'sponsor' for the project, and a working level engagement contact (can be the same person).</li> </ul> | Consulted   | Mandatory |
| <b>Catalyst Participant</b> <ul style="list-style-type: none"> <li>Minimum of 3 paying participants</li> </ul>             | The Participant role develops the solution in accordance with the Champions specifications. Participant responsibilities include: <ul style="list-style-type: none"> <li>Develop the solution design and executable deliverables including the proof-of-concept demonstration</li> <li>Harvest the learning and assets from the Catalyst to create best practices guidance and standards for the industry (eg TM Forum Open APIs)</li> <li>Develop project plans and timelines</li> <li>Complete the necessary documents (charters, templates, etc.) as required by the Catalyst program</li> </ul>  | Responsible | Mandatory |
| <b>Project Team Lead</b>   | <ul style="list-style-type: none"> <li>Ensure project is developed in line with TM Forum IPR policy</li> <li>Encourage all Participants to take an active role in the project</li> <li>Ensure Participants have a clear understanding of what they need to complete and when</li> <li>Drive the project team for on-time delivery</li> <li>Lead the design, planning, execution and validation activities</li> <li>Attend showcase event and Action Week.</li> </ul>   | Accountable | Mandatory |
| <b>Project Team Co-Lead</b>  | <ul style="list-style-type: none"> <li>Assist Project Team Leader;</li> <li>Substitute for Project Team leader where necessary.</li> <li>This is not a mandatory project role</li> <li>Attend showcase event</li> </ul>  | Responsible | Optional  |
| <b>Marketing Lead</b>  | <ul style="list-style-type: none"> <li>Ensure all marketing deliverables are produced on time and to an appropriate standard such as marketing communications plan, team data sheet and press releases.</li> <li>Ensuring the team takes advantage of the marketing opportunities offered by TM Forum.</li> <li>Ensure Catalyst executes its own marketing activities pre- &amp; post-event leveraging team members' company's marketing departments</li> <li>Ensure presentations and demonstrations are easily understood by different audiences and tailored appropriately</li> <li>Attend showcase event.</li> </ul>   | Responsible | Mandatory |
| <b>Technical Lead</b>  | <ul style="list-style-type: none"> <li>Ensure alignment between Catalyst project and respective collaboration project</li> <li>Ensure appropriate application of all relevant best practices and standards into Catalyst project</li> <li>Provide technical leadership and guidance to ensure quality demonstration of integrated working solution</li> <li>Ensure learnings and changes to Forum assets are captured and provided back to Collaborative team</li> <li>Attend showcase event</li> </ul>  | Responsible | Mandatory |
| <b>Catalyst Team Member</b>  | <ul style="list-style-type: none"> <li>Actively participate in the project and work collaboratively.</li> <li>Attend project meetings (80% attendance minimum)</li> <li>Attend showcase event</li> </ul>   | Responsible | Optional  |

