Karlstad University

Allocation of Responsibilities: Projects at Karlstad University

The allocation of responsibilities for each individual project should be clear, so that projects may be administrated efficiently and correctly. Responsibilities should be allocated from the start of the project.

The role of the project manager is to direct, lead and coordinate all activities in a project and to make sure that a project adheres to the set timeframes. This includes planning and management from the idea and preparation stages to carrying out and completing the project. The project manager shall lead the other participants, and assist them and involve them, as well as make sure that no details are overlooked. The project manager, in consultation with the head of department, is responsible for project budgeting.

The project manager is responsible for keeping the funder and all participants informed and for ensuring that the project complies with the funder's terms and conditions.

The project leader is also responsible for keeping the financial officer informed of necessary details during the course of the project, including:

- Project application;
- Agreement with the funder;
- Responsibility for the budget, its outcome and monitoring;
- Financial reporting instructions from the funder;
- Co-funding agreement;
- Procurement as per the current regulations;
- Changes and decisions in the project;
- For EU projects, the project manager is responsible for time tracking, providing certificates of public sector employment, etc. Make sure that documents are completed correctly and that they are submitted to financial officers well before they need to be submitted with requisitions; and
- Submit documentation, such as progress reports, travel expenses claims and motivations for invoices, including attachments, such as lists of participants, programmes, etc.

The financial officer provides support to the project manager in financial matters, for example by:

- Assisting with calculations when applications are made;
- Creating a project number;
- Compiling and lodging requisitions as requested by the project manager; and
- If necessary, providing the project manager with financial reports.