

RCM Project Roles and Responsibilities

Define roles to build an effective team

Role	Responsibilities
Sponsor	<ul style="list-style-type: none">• Approves RCM project charter• Approves RCM recommendations• Resources RCM analysis and implementation• Communicates results and celebrate progress
Lead	<ul style="list-style-type: none">• Develops RCM charter• Serves as project manager for RCM project<ul style="list-style-type: none">• Develops project plan and schedule• Monitors budget• Selects baseline measures and tracks on scorecard• Reports RCM team progress• Selects facilitator and team members• Participates in analysis• Communicates with sponsor and plant• Oversees quality during analysis• Plans implementation
Facilitator	<ul style="list-style-type: none">• Facilitates RCM analysis and FMEA development• Delivers final report
Scribe	<ul style="list-style-type: none">• Documents RCM analysis outputs (FMEA, meeting minutes, etc.)
Maintenance member(s)	<ul style="list-style-type: none">• Include all applicable trades• Should be considered expert(s) in the system under analysis• Have experience and knowledge of condition-based maintenance and predictive maintenance technologies*
Operations member(s)	<ul style="list-style-type: none">• Highly experienced and skilled operator(s) of system under analysis
Engineering member(s)	<ul style="list-style-type: none">• Should be considered expert(s) in the system under analysis• Have experience and knowledge of condition-based maintenance and predictive maintenance technologies*
Operations and Maintenance Managers	<ul style="list-style-type: none">• Dedicate resources to RCM team• Review progress
Other member(s)	<ul style="list-style-type: none">• Include Quality, IT, or other stakeholders that will add value and be impacted by RCM analysis results

**At least one person on the team should have experience and/or knowledge of condition-based maintenance and predictive/condition monitoring technologies.*

RCM Project Roles and Responsibilities

Define roles to build an effective team



A high-level view of project responsibilities of an RCM program is below.

	Sponsor	Facilitator	RCM Lead	Team
Approve and commit resources	X			
Communicate results	X	X	X	X
Measure baselines and results			X	
Select RCM team	X	X	X	
Prepare documentation for study		X		
Facilitate FMEA analysis meetings		X		
Assign and document action items and deliver FMEA		X	X	
Assist with prep work			X	X
Participate in team analysis		X	X	X
Work on corrective actions			X	X