Responsibility assignment matrix

Each person or team plays the following role: -

- R – Responsible: The person or team who is completing the assigned task.
- A – Accountable: The person or team who is responsible for making decisions and taking actions on task.
- C – Consult: The person and team who will be communicated for the decisions on tasks.
- I – Inform: The person or team will be updated on decisions and progress.

Tasks	Project Sponsor	Project Manager	Technical Project Lead	Business Analyst	Quality Assurance Team	Solution Architect	Development Group
Initiation							
Project Kickoff Meeting	R	R,A					
Prepare Project Charter	A	R,A	C	C			
Prepare scope statement	A	R,A	C	C			
Project charter sign off	R	R,A	I	I			
Planning							
Stakeholder Analysis	I	R,A	R	R		R,A	
Determine Project Team	I	R,A	A	I		C	
Develop Project Plan	I	R	R	R		C	
Project Plan Approval	I	R,A	R	R		C	C
Execution							
Review Requirements		R,A	C	C	I	C	R,A
Develop Single-Sign-On		I,C	R,A	C	I	C	R,A
Redesign UI		I,C	R,A	C	I	C	R,A
Develop Mobile Solution		R,A	R	C	I	C	R,A
Create Dashboard Application		R	R	C	I	C	R,A
Testing		A	R	C	R	C	R,A

Production Deployment	I	I	R,A	C		C	R,A
Controlling							
Create Change Control Plan	I	I	I	I		I	R,A
Develop Approved Change Requests		I	I	I		I	R,A
Perform Risk Management	I	I	I,A	I,A		I	R,A
Sign-Off							
Document Report for Client	I	R,A	R,A	I		I	A
Audit Developed Project	I	R,A	R,A	I		I	A
Create Backup of Files and Documents	I	I,A	I,A	I		I	A