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.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |