**TEAM MEMBER ROLE**

**Group 29:** 4 members.

**Leader:** Co Le Anh Duy

**Members:**

Nguyen Thanh Duy

Nguyen Thi Uyen Cuong

Nguyen Duong Hong Dieu

**RACI charts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Anh Duy** | **Thanh Duy** | **Uyen Cuong** | **Hong Dieu** |
| **Project Planning** | R | A | C | I |
| **Define Requirements** | C | R | R | C |
| **Develop Options** | R | R | R | C |
| **Finalise Solution** | R | A | C | I |
| **End User Training** | I | R | R | A |

**Responsible:** These people have responsibility for certain tasks. They are the ‘creator’ of the deliverable.

**Accountable:** This is the person accountable for the job in hand who will give approval.

**Consulted:** These people would like to know about the task and we would seek their opinions before a decision or action.

**Informed:** This group gets one-way communication to keep them up-to-date with progress and other messages after a decision or action.