Y2 project (ELEC222/ELEC273) – *Role allocation (responsibility matrix)*

Notes:

- ***Assessors will request to see this sheet in the bench inspection day.***
- ***See overleaf for details on titles and associated roles and responsibilities.***

	Member Name	**Title(s)**
1	Minghong Xu	Project Manager, Designer, and Implementer
2	Zehao Ye	Designer and Implementer
3	Kai Yang	Implementer and Technical Writer
4	Zepeng Pang	Technical Writer and Implementer
5		

Responsibility Matrix

KEY:
R – Responsible (accountable) for completion of task. (Task can be delegated to this person.)
S – Supports task.
C – Requires communication about the task.

Title	Project Activity				Deliverables			
	Requirements/ Scope	Design	Implementing	Testing	Poster	Blog	Bench	Report
Project Manager	R	C	S	S	S	S	S	S/R
Designer	C	R	S	S	S	S	S	S
Implementer/ Developer	C	S	R	S	C	C	R	S
Technical Writer	C	S	S	S	R	R	C	R

<u>Typical Roles</u>

Title	Role	Responsibilities
Project Manager	Responsible for developing, in conjunction with the supervisor, the project scope. The Project Manager ensures that the project is delivered on time and to the required standards.	• Managing and lead the project team. • Managing the coordination of the partners and the working groups.
Designer	Designing the system (the circuit, the code, etc.).	• Creating the required block diagrams, circuit diagrams, flow charts, etc.
Implementer/Developer	Implementing the suggested design	• Connecting the systems/circuit • Writing the code
Technical Writer	Documenting the project progress and deliverables	• Recording and maintaining all meeting logs • Updating the logbook. • Creating project blog • Creating project poster • Writing project report
<Title>	<Role>	• <Responsibility>
<Title>	<Role>	• <Responsibility>
<Title>	<Role>	• <Responsibility>
<Title>	<Role>	• <Responsibility>