**Instructions**

1) Add or Delete project roles as applicable to your project

2) Insert key tasks and deliverables by phase

3) For each task select the appropriate assignment based on the resources involvement in that particular task. (A legend is provided in cell A3)

# Responsibility Assignment Matrix (RAM)

| Resource Responsibility<br><br>P - Primary Responsibility<br>A - Approval Authority<br>S - Supporting Responsibility<br>  (Contributor or Reviewer)<br> I - Information Only<br><br>*(Select from drop down list)* | Project Director | Project Manager | Procurement Manager | Risk Manager | Administrative Manager | Administrative Staff Support | Financial Analyst | Contract Manager | Project Librarian | Project Scheduler | Quality Manager | Technical Manager | System Engineer | Implementation Manager | Application Support Manager | Test Manager | Configuration Manager | Operations Manager | Customer Support Manager | Project Sponsor | Executive Steering Committee | IPOC & IVV | Legal Counsel | DOF | DGS | Federal Partners |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Initiation** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Charter | P | P | I | P | P | S | S | P | S | I | I | S | P | P | S | S | I | P | P | A | I | I | I | I | I | I |
| Projection & Research | P | P | S | A | A | S | S | S | S | I | I | S | S | S | S | I | S | S | S | A | I | I | I | I | I | I |
| **Acquisition Planning** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Collect Requirements | P | A | S | P | I | I | S | I | I | I | S | S | S | S | I | I | P | I | I | S | I | I | I | I | I | I |
| Define, Verify & Control Scope | A | A | S | S | I | I | S | I | I | I | S | S | S | S | S | S | S | P | I | I | I | I | I | I | I | I |
| **Execution** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Procurement Management | A | P | P | S | S | S | I | A | I | S | P | A | S | S | P | S | S | S | I | A | S | I | I | I | I | I |
| Track and Task Management | A | S | P | S | S | S | I | S | I | S | S | I | S | S | S | I | I | I | I | A | S | I | I | I | I | I |
| **Implementation** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Installation | A | P | S | A | A | S | I | I | I | I | S | S | S | A | S | P | P | A | S | S | I | I | I | I | I | I |
| Configuration | A | P | S | A | A | S | I | I | I | I | S | S | S | A | S | P | P | S | S | S | I | I | I | I | I | I |
| **Testing** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unit Testing | A | A | I | S | A | S | I | S | I | S | S | S | S | A | S | P | P | A | S | S | I | I | I | I | I | I |
| Run Testing | A | S | I | S | A | S | I | S | I | S | S | S | S | A | S | P | P | S | S | S | I | I | I | I | I | I |
| **Closure** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Final Documentation | A | A | I | S | A | S | I | S | I | S | S | S | S | A | S | A | A | A | S | S | I | I | I | I | I | I |
| Project Closure | A | A | I | S | A | S | I | S | I | S | S | S | S | A | S | A | A | S | S | S | I | I | I | I | I | I |

**Resources**

# Responsibility Assignment Matrix (RAM)

| Resource Responsibility<br><br>P - Primary Responsibility<br>A - Approval Authority<br>S - Supporting Responsibility<br>   (Contributor or Reviewer)<br> I - Information Only<br><br>*(Select from drop down list)* | Project Director | Project Manager | Procurement Manager | Risk Manager | Administrative Manager | Administrative Staff Support | Financial Analyst | Contract Manager | Project Librarian | Project Scheduler | Quality Manager | Technical Manager | System Engineer | Implementation Manager | Application Support Manager | Test Manager | Configuration Manager | Operations Manager | Customer Support Manager | Project Sponsor | Executive Steering Committee | IPOC & IVV | Legal Counsel | DOF | DGS | Federal Partners |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Responsibility Assignment Matrix (RAM)**

**Resource Responsibility**

P - Primary Responsibility
A - Approval Authority
S - Supporting Responsibility
   (Contributor or Reviewer)
 I - Information Only

*(Select from drop down list)*

| | Project Director | Project Manager | Procurement Manager | Risk Manager | Administrative Manager | Administrative Staff Support | Financial Analyst | Contract Manager | Project Librarian | Project Scheduler | Quality Manager | Technical Manager | System Engineer | Implementation Manager | Application Support Manager | Test Manager | Configuration Manager | Operations Manager | Customer Support Manager | Project Sponsor | Executive Steering Committee | IPOC & IVV | Legal Counsel | DOF |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Initiation** | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Charter | P | P | P | P | P | P | P | P | I | S | P | P | S | A | S | S | S | S | S | I | I | I | I | I |
| Projection & Research | S | P | P | S | S | S | P | I | I | S | S | P | S | A | A | S | S | S | I | I | I | I | I | I |
| Stakeholder | S | P | P | S | S | I | I | I | I | I | S | S | S | A | S | S | S | I | I | I | I | S | S | S |
| Guidelines & Developing a Business Case | P | P | S | I | S | I | I | I | I | I | I | I | S | S | S | S | S | S | S | I | I | S | S | S |
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|---|---|---|
| **Initiation** | | |
| Project Charter | I | I |
| Projection & Research | I | I |
| Stakeholder | S | I |
| Guidelines & Developing a Business Case | S | I |
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| **Acquisition Planning** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Collect Requirements | A | P | S | P | S | S | I | S | S | I | P | P | P | P | P | P | I | I | S | I | S | S | S | S | S | A |
| Define, Verify & Control Scope | A | A | P | P | S | S | I | I | S | I | S | S | S | S | P | A | I | I | S | I | I | I | I | S | S | A |
| Create WBS | A | S | S | S | S | S | I | S | S | S | I | S | S | S | S | I | I | I | I | I | I | I | I | S | S | I |
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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Execution** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Procurement Management | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Track and Task Management | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Tasks Execution | A | A | P | P | P | S | S | S | S | S | P | P | P | P | P | P | P | P | S | S | S | S | S | S | S | S |
| KPI's Management | A | S | S | P | A | I | I | I | I | S | S | P | I | A | I | A | S | S | S | I | I | I | I | I | S | S |
| Project Updates | A | A | A | P | S | I | I | I | I | I | S | S | S | S | I | A | S | S | I | I | I | I | I | I | I | S |
| Chart Updates | A | A | A | P | S | I | I | I | I | I | S | S | I | S | I | A | S | S | I | I | I | I | I | I | I | S |
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| **Implementation** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Installation | A | P | P | P | S | S | S | S | S | A | P | P | P | P | P | P | P | S | S | A | S | I | I | I | I | I |
| Configuration | A | A | S | P | S | S | I | S | S | P | P | A | P | P | P | P | P | S | S | S | S | I | I | I | I | I |
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| **Testing** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unit Testing | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Run Testing | A | A | A | A | I | I | I | I | S | S | P | P | P | P | P | P | P | P | P | S | S | I | I | I | I | I |
| Review Testing | A | A | S | A | I | S | S | S | S | S | A | A | A | A | A | P | P | S | P | S | I | I | I | I | I | I |
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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Final Documentation | A | P | S | A | I | I | S | S | I | S | S | S | S | S | S | S | S | S | S | A | I | I | I | I | I | I |
| Project Closure | A | A | P | S | I | I | I | I | I | I | S | A | S | S | S | S | S | S | S | S | I | I | I | I | I | I |
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