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)

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	DGS	Federal Partners
Initiation																										
Project Charter	Р	Р	I	Р	Р	S	S	Р	S	-	ı	S	Р	Р	S	S	I	Р	Р	Α	- 1	ı	ı		-	
Projection & Research	Р	Р	S	Α	Α	S	S	S	S	ı		S	S	S	S		S	S	S	Α	ı	ı	ı			
Acquisition Planning																										
Collect Requirements	Р	Α	S	Р	Ι	_	S	Τ	Ι	Ι	S	S	S	S	Ι	_	Р	Τ	Ι	S	Τ	Ι	Τ	Τ	Τ	Π
Define, Verify & Control Scope	Α	Α	S	S	ı	ı	S	-	ı	ı	S	S	S	S	S	S	Р	-	ı	ı	Ι	ı	ı	ı	Ι	
Execution																										
Procurement Management	Α	Р	Р	S	S	S	ı	Α	ı	S	Р	Α	S	S	Р	S	S	S	ı	Α	S	ı	I	I	Ι	Π
Track and Task Management	Α	S	Р	S	S	S	ı	S	I	S	S	ı	S	S	S	ı	ı	I	I	Α	S	ı	I	I	I	I
Implementation																										
Installation	Α	Р	S	Α	Α	S	ı	I	ı	ı	S	S	S	Α	S	Р	Р	Α	S	S	ı	ı	ı	I	- 1	П
Configuration	Α	Р	S	Α	Α	S	-	1	ı	-	S	S	S	Α	S	Р	Р	S	S	S	ı	ı	- 1	ı	Ι	I
Testing																										
Unit Testing	Α	Α	I	S	Α	S	ı	S	I	S	S	S	S	Α	S	Р	Р	Α	S	S	ı	ı	I	I	I	Ι
Run Testing	Α	S	Ī	S	Α	S		S		S	S	S	S	Α	S	Р	Р	S	S	S	Ι	Ι				Ι
Closure																										
Final Documentation	Α	Α	ı	S	Α	S	ı	S	Ι	S	S	S	S	Α	S	Α	Α	Α	S	S	Τ	I	I	Τ	I	П
Project Closure	Α	Α	I	S	Α	S	ı	S	ı	S	S	S	S	Α	S	Α	Α	S	S	S	I	I	I	I		

Resources

(Contributor or Reviewer) I - Information Only (Select from drop down list)	Project Manager Procurement Manager	Risk Manager Administrative Manager	inistrative	inancial Analyst	Contract Manager Project Librarian	ect S	Quality Manager		System Engineer Implementation Manager	port	Test Manager	Configuration Manager	Operations Manager	Sustomer Support Manage	Project Sponsor	Executive Steering Committee	POC & IVV	-egal Counsel	DOF	Sec	Federal Partners
---	--	--	-------------	------------------	---------------------------------------	-------	-----------------	--	---	------	--------------	-----------------------	--------------------	-------------------------	-----------------	------------------------------	-----------	---------------	-----	-----	------------------

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
Р	Р	Р	Р	Р	Р	Р	Р	Т	S	Р	Р	S	Α	S	S	S	S	S	- 1	Т	П	П	Ι
S	Р	Р	S	S	S	Р	1	ı	S	S	Р	S	Α	Α	S	S	S	-	-	ı	-	- 1	ı
S	Р	Р	S	S	I	-	1	- 1	-	S	S	S	S	Α	S	S	S	1	- 1	-	S	S	S
Р	Р	S	-	S	ı	-	- 1	-	ı	ı	-	S	S	S	S	S	S	S	-	I	S	S	S
	S S A Project	P P S P S P	P P P S P P S P P	P P P P S S P P S	P P P P P S S S P P S S	∅ ∅ ♂ Project Director ♂ ♂ ♂ Project Manager ♡ ♂ ♂ Procurement Manager Ø ⊘ づ Administrative Manager ─ ⊘ づ Administrative Staff	∅ ∅ ♂ Project Director ♂ ♂ ♂ Project Manager ♡ ⊘ づ Risk Manager Ø ⊘ づ Administrative Manager ─ ⊘ づ Administrative Staff ─ ○ づ Financial Analyst	∅ ∅ ♂ Project Director ♂ ♂ ♂ Project Manager ♡ ⊘ ♂ Procurement Manager Ø ⊘ ♂ Administrative Manager ─ ⊘ づ Administrative Staff ─ づ づ Financial Analyst ─ ─ づ □ Contract Manager	∅ ∅ ♂ Project Director ♂ ♂ ♂ Project Manager ⊘ ⊘ づ Risk Manager ○ ⊘ づ Administrative Manager ─ ○ づ Administrative Staff ─ □ づ Financial Analyst ─ □ づ Contract Manager ─ □ □ Project Librarian	∅ ∅ ♂ Project Director ♂ ♂ ♂ Project Manager ⊘ ⊘ づ Risk Manager ─ ⊘ づ Administrative Manager ─ づ づ Financial Analyst ─ ─ づ Contract Manager ─ ─ ─ Project Librarian ─ ○ ♡ Project Scheduler	∅ ∅ ♂ Project Director ♂ ♂ ♂ Project Manager ♡ ⊘ ♂ Risk Manager ─ ⊘ づ Administrative Manager ─ づ づ Financial Analyst ─ ─ づ づ Contract Manager ─ ─ ─ ☐ Project Librarian ─ ○ ♡ Project Scheduler ∅ ∅ づ Quality Manager	∅ ∅ ♂ Project Director ♂ ♂ ♂ Project Manager ♡ ⊘ ♂ Risk Manager ─ ⊘ ♂ Administrative Manager ─ づ づ Financial Analyst ─ ─ ─ Project Librarian ─ ─ ─ Project Scheduler ○ ∅ ♡ Quality Manager ○ □ □ Technical Manager	∅ ∅ ♂ Project Director ♂ ♂ ♂ Project Manager ⊘ ⊘ づ Administrative Manager ─ ○ づ Administrative Staff ─ ─ づ Financial Analyst ─ ─ ─ Project Librarian ─ ─ ─ Project Scheduler ∅ ∅ □ Quality Manager ∅ □ Technical Manager System Engineer	0 0 0 □ <td>P P P P P P P I S P S A S S P P S S S P I I S S S S A A S P P S S I I I I I S S S S A</td> <td>P P P P P P P P I S P P S A S S S P P S S I I I I I S S S S S A S</td> <td>P P P P P P P P I S P S A S S S P P S S I I I I I S S S S S A S S</td> <td>P P P P P P P P I S P S A S S S S P P S S S P I I S S S S S A S S S P P S S S I I I I I S S S S S S S S S</td> <td>P P P P P P P P I S P S A S S S S P P S S S P I I S P S A S S S S S P P S S I I I I I S S S S S S S S S S</td> <td>P P P P P P P P I S P S A S S S I I S P P S S I I I I I S S S S S A S S I I</td> <td>Project Director Project Manager Project Manager Risk Manager Administrative Manager Administrative Staff Administrative Staff Financial Analyst Contract Manager Project Librarian Project Librarian Project Scheduler O O O O Quality Manager D O O O System Engineer Manager Configuration Manager Configuration Manager O O O Configuration Manage Configuration Manage Configuration Manage Configuration Support I Project Sponsor</td> <td>Project Director Project Director Project Manager Risk Manager Risk Manager Administrative Manager Administrative Staff Financial Analyst Contract Manager Project Librarian Project Librarian Project Scheduler O O O O Quality Manager D Operation Support Test Manager Configuration Manager Configuration Manage Configuration Manage Customer Support I Project Sponsor Executive Steering</td> <td>Project Director Project Manager Project Manager Risk Manager Administrative Manager Administrative Manager Administrative Manager Administrative Manager Administrative Manager Contract Manager Project Librarian Project Librarian Project Librarian Project Librarian Project Scheduler O O O O O O O O O O O O O O O O O O O</td>	P P P P P P P I S P S A S S P P S S S P I I S S S S A A S P P S S I I I I I S S S S A	P P P P P P P P I S P P S A S S S P P S S I I I I I S S S S S A S	P P P P P P P P I S P S A S S S P P S S I I I I I S S S S S A S S	P P P P P P P P I S P S A S S S S P P S S S P I I S S S S S A S S S P P S S S I I I I I S S S S S S S S S	P P P P P P P P I S P S A S S S S P P S S S P I I S P S A S S S S S P P S S I I I I I S S S S S S S S S S	P P P P P P P P I S P S A S S S I I S P P S S I I I I I S S S S S A S S I I	Project Director Project Manager Project Manager Risk Manager Administrative Manager Administrative Staff Administrative Staff Financial Analyst Contract Manager Project Librarian Project Librarian Project Scheduler O O O O Quality Manager D O O O System Engineer Manager Configuration Manager Configuration Manager O O O Configuration Manage Configuration Manage Configuration Manage Configuration Support I Project Sponsor	Project Director Project Director Project Manager Risk Manager Risk Manager Administrative Manager Administrative Staff Financial Analyst Contract Manager Project Librarian Project Librarian Project Scheduler O O O O Quality Manager D Operation Support Test Manager Configuration Manager Configuration Manage Configuration Manage Customer Support I Project Sponsor Executive Steering	Project Director Project Manager Project Manager Risk Manager Administrative Manager Administrative Manager Administrative Manager Administrative Manager Administrative Manager Contract Manager Project Librarian Project Librarian Project Librarian Project Librarian Project Scheduler O O O O O O O O O O O O O O O O O O O

Resource Responsibility P - Primary Responsibility A - Approval Authority S - Supporting Responsibility (Contributor or Reviewer) I - Information Only (Select from drop down list)	DGS	Federal Partners
Initiation		
Initiation Project Charter	ı	I
	1	
Project Charter	 	
Project Charter Projection & Research	 - S S	
Project Charter Projection & Research Stakeholder		
Project Charter Projection & Research Stakeholder		
Project Charter Projection & Research Stakeholder		
Project Charter Projection & Research Stakeholder		

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	DGS	Federal Partners
Acquisition Planning																										
Collect Requirements	Α	Р	S	Р	S	S	I	S	S	I	Р	Р	Р	Р	Р	Р	I	ı	S	I	S	S	S	S	S	Α
Define, Verify & Control Scope	Α	Α	Р	Р	S	S	ı	ı	S	ı	S	S	S	S	Р	Α	ı	ı	S		ı		ı	S	S	Α
Create WBS	Α	S	S	S	S	S	ı	S	S	S	ı	S	S	S	S	I	Ι	ı	ı	ı	ı	ı	ı	S	S	ı
							-	-	-	-	-		-	-	-		+							-		

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	DGS	Federal Partners
Execution																										
Procurement Management																										
Track and Task Management																										
Project Tasks Execution	Α	Α	Р	Р	Р	S	S	S	S	S	Р	Р	Р	Р	Р	Р	Р	Р	S	S	S	S	S	S	S	S
KPI's Management	Α	S	S	Р	Α		-			S	S	Р		Α	ı	Α	S	S	S		-	-	ı	ı	S	S
Project Updates	Α	Α	Α	Р	S	ı	I	ı	I	I	S	S	S	S	ı	Α	S	S	I		I	ı	ı	I	ı	S
Chart Updates	Α	Α	Α	Р	S	ı	ı	ı	- 1	ı	S	S	I	S	ı	Α	S	S	I		ı	ı	ı	I	ı	S

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	DGS	Federal Partners
Implementation																										
Installation	Α	Р	Р	Р	S	S	S	S	S	Α	Р	Р	Р	Р	Р	Р	Р	S	S	Α	S	-	Ι	ı	I	
Configuration	Α	Α	S	Р	S	S	ı	S	S	Р	Р	Α	Р	Р	Р	Р	Р	S	S	S	S	- [ı	ı	ı	ı
																										\neg

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	DGS	Federal Partners
Testing																										
Unit Testing																										
Run Testing	Α	Α	Α	Α	ı		ı	ı	S	S	Р	Р	Р	Р	Р	Р	Р	Р	Р	S	S	ı	ı	ı	ı	ı
Review Testing	Α	Α	S	Α	ı	S	S	S	S	S	Α	Α	Α	Α	Α	Р	Р	S	Р	S	I	ı	ı	ı	I	- 1
	1																									
												-+											-+			\dashv

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	DGS	Federal Partners
Closure																										
Final Documentation	Α	Р	S	Α	I	ı	S	S	ı	S	S	S	S	S	S	S	S	S	S	Α	I	I	ı	ı	I	I
Project Closure	Α	Α	Р	S	-	ı	- 1	-	I	S	Α	S	S	S	S	S	S	S	S	S	I	ı	-	I	ı	ı
	-																									