Table

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**Andrew**

I have made myself responsible and accountable for the Video creation for website. This is because, as the project manager, I should be the most involved when outsourcing work to other business. This will ensure that the work that we will not be directly involved in the production of, is getting done efficiently and correctly. As the Project Manager, I would have the final say in how the videos are completed as it is a very important part of the project. I am also accountable for all items in the list as the Project Manager; to ensure that all items are completed efficiently and correctly. I will also be consulted on all tasks to clarify and guide the team towards their goals, and as the Project Manager I am also accountable for all the tasks. I will ensure that all tasks are completed to the best of the team’s ability.

**Ashok**

I have made Ashok responsible and accountable for the Acceptance of Ideas for Needed New products or Services. The reason for this is that considering that they are a business student, I believe that they will have a good grasp on what could and could not be a good business idea. I believe that it would be part of their studies to be able to evaluate such entrepreneurial content and as such, that they will make the correct decisions in who to include in the events.

**Kim and Alfreda**

I have made Kim and Alfreda responsible for both Guidelines and Templates for Events, and the Custom Site for 20 Events. The reasoning behind this is that neither of the people have specific skills to work on or to complete the tasks, however, as figureheads (part of the core Project Team), they will be responsible to ensuring that the tasks get completed correctly. It is their job to communicate and work with the people creating the templates, and for creating the custom sites. With both working together to complete these tasks, they will be able to better understand the process, goals, and will be able to produce good results through their shared efforts.

**Bobby**

I have included Bobby in the chart as he will be informed of the task status and results upon completion. Once certain tasks are completed, they will be able to update the site and continue forward in the completion of the Website.