**Responsibility Checklist**

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| Submitted By: Andrew Dinsmore | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of the**  **deliverable** | **Team member name responsible**  **for completing** | **Actual Time (in Hours) spent by Team Member** | **Reviewed by** | **Actual Time spent  in review by project leader/team member** | | RACI Chart | Andrew Dinsmore | 2 | Entire Team | 10min | | Communication Management Plan | Duke Do |  | Entire Team |  | | Risk Register | Andrew Dinsmore | 2 | Entire Team | 10min | | Probability/Impact Matrix | Duke Do |  | Entire Team |  | | Power Point Slide Deck for Team Presentation |  |  | Entire Team |  | |  |