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 Manager	Procurement Manager	Technical Manager	Financial Analyst	Project Scheduler	Quality Manager	Risk manager	Stakeholder coordinator	Implementation Manager	Test Manager	Operation Manager
Project Conception & Initiation											
Project charter	P	A	S	P	P	I	S	S	I	I	I
Project charter review	P	P	A	P	P	I	S	S	I	I	I
Project research	P	A	S	S	I	I	I	I	P	I	S
Stakeholders	P	S	I	P	I	I	I	P	I	I	I
Guildlines	P	P	S	P	I	I	S	I	S	I	I
Project Initiation	P	A	P	S	A	I	A	I	S	I	S
Project organization	P	A	P	P	I	S	A	I	S	I	S
Project Definition & Planning											
Collect Requirement	P	I	A	A	S	I	I	I	I	I	I
Scope and Goal Setting	P	A	S	A	A	S	S	A	S	I	I
Create WBS	A	A	S	I	P	S	S	S	P	S	S
Verify Scope	A	A	A	I	S	S	S	I	P	I	I
Control Scope	A	P	S	I	I	S	S	I	S	S	S
Project Launch & Execution											
Software Design	I	A	A	I	I	P	S	I	P	A	S
KPIs	P	P	I	I	S	P	S	S	S	P	P
Project Updates	A	A	A	I	S	P	S	I	P	A	A
Project Performance / Monitoring											
Project Objective	A	S	P	I	P	I	S	S	S	I	I
Quality Deliveries	P	S	A	I	S	P	I	S	P	P	S
Effect and Cost Tracking	P	S	A	P	I	S	P	S	S	A	I
Project Closure											

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Deliver the project	P	P	S	P	S	A	I	P	S	I	S
Documentation	A	P	I	P	I	S	S	I	S	S	P