Create a Responsibility Assignment Matrix (RAM)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WBS Element |  |  | Team Members |  |  |  |  | Other stakeholder |  |  |
|  | Anna R. | Rick S. | Sarah L. | Bob W. | RichardK. | HR | Korea | Building management | vendors | electrician |
| 1.01 | R |  |  | A | N |  |  | R |  |  |
| 1.02 |  |  |  | R | N |  | A | R |  |  |
| 1.03 |  | R | N | A |  |  |  |  | R |  |
| 1.04 | a | R |  | N | N |  |  |  |  |  |
| 1.05 | a |  |  |  | N |  | N | R | R |  |
| 1.06 | R |  |  | A |  |  |  |  |  |  |
| 1.07 | a |  |  |  |  |  |  | N |  | R |
| 1.08 | A |  | N | N | N |  |  | N |  | R |
| 2.01 | R |  | N | A | N | S | A | N | R |  |
| 2.02 | R |  |  | A | N |  | A |  |  |  |
| 2.03 | a |  |  | N | N |  |  | S | R |  |
| 2.04 | a |  |  | A | N |  | A |  |  | R |
| 2.05 |  |  | N | R | A | R | A |  |  |  |
| 2.06 | R |  | N | N |  |  |  | S |  |  |
| 2.07 | a |  | N | R | N | N |  |  |  |  |
| 3.01 | R |  | N | R | A | R | A |  |  |  |
| 3.02 | a |  | N | R | N |  | N | S |  |  |
| 3.03 |  |  | N | R | N | R | A |  |  |  |
| 3.04 | R | N | N | N | A | A | A |  |  |  |
| 3.05 | R |  | N | A | A | N | A | S | R |  |
| 3.06 | a |  | N | A | A | R | R | N |  |  |
| 3.07 | R |  |  | N | N |  |  |  |  |  |
| 3.08 |  |  | N | R | N |  | N |  |  |  |
| 3.09 | N |  | N | R | N | a | A | N |  |  |

R=responsible, a=accountable, S=support, N=must be notified, A=approval required