**Y2 project (ELEC222/ELEC273) – *Role allocation (responsibility matrix)***

***Notes:***

* ***Assessors will request to see this sheet in the bench inspection day.***
* ***See overleaf for details on titles and associated roles and responsibilities.***

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| --- | --- | --- |
|  | **Member Name** | **Title(s)** |
| 1 | Gan Fang | Designer  Implementer/Developer  Technical Writer |
| 2 | Qiyang Ding | Designer  Implementer/Developer  Technical Writer |
| 3 | Yufeng Chen | Designer  Implementer/Developer  Technical Writer |
| 4 |  |  |
| 5 |  |  |

**Responsibility Matrix**

**KEY:**

R – Responsible (accountable) for completion of task. (Task can be delegated to this person.)

S – Supports task.

C – Requires communication about the task.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Project Activity | | | | Deliverables | | | |
| Requirements/  Scope | Design | Implementing | Testing | Poster | Blog | Bench | Report |
|  |  |  |  | S | S | S | S | S/R |
| Designer | C | R | S | S | S | S | S | S |
| Implementer/  Developer | C | S | R | S | C | C | R | S |
| Technical Writer | C | S | S | S | R | R | C | R |

**Typical Roles**

| **Title** | **Role** | **Responsibilities** |
| --- | --- | --- |
|  | Responsible for developing, in conjunction with the supervisor, the project scope. The Project Manager ensures that the project is delivered on time and to the required standards. | * Managing and lead the project team. * Managing the coordination of the partners and the working groups. |
| Designer | Designing the system (the circuit, the code, etc.). | * Creating the required block diagrams, circuit diagrams, flow charts, etc. |
| Implementer/Developer | Implementing the suggested design | * Connecting the systems/circuit * Writing the code |
| Technical Writer | Documenting the project progress and deliverables | * Recording and maintaining all meeting logs * Updating the logbook. * Creating project blog * Creating project poster * Writing project report |
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