In this assignment, you will create a comprehensive "Project Roles and Responsibilities Matrix" that serves as a foundational document for understanding the various roles and responsibilities within a project team. This matrix will encompass both project management-related functions and roles directly associated with the project's execution. Build off of work that you have already done while completing your Team Manifesto.

**Assignment Objectives:**

* Develop a deeper understanding of the diverse roles and responsibilities involved in project management and project execution.
* Gain insights into the interdependencies and collaborative aspects of effective project teamwork.
* Enhance your ability to communicate and allocate responsibilities within a project team.

**Categories of Roles:**

Project Management Roles: Identify key roles responsible for project planning, coordination, and communication. Examples include project manager, client communication lead, and project planner.

Project Execution Roles: Identify roles directly involved in project execution, such as UX designer, tech writer, programmer, and quality assurance tester. Some of these roles will be dependent on your specific project.

Responsibilities Description: For each role identified in the matrix, provide a concise description of their primary responsibilities. These descriptions should be specific and actionable, outlining what each role is expected to achieve.

Remember that this is a living document. You may not yet know all of the aspects of your project but you want to make a strong effort to identify possibilities even if they are roles you may not need once you have a deeper understanding of your project.

**Project Management Roles**

| Name | Roles | Responsibilities |
| --- | --- | --- |
| Joshua Choi | Project management and execution. | * Create and maintain project deadlines and schedules. * Assign tasks and monitor team progress. * Make sure there is communication among members and stakeholders * Ensure project deliverables meet quality standards and objectives. |
| Jack Miller | Project planner and scheduling manager | -Schedule and prepare for work on each of the deliverables  -Ensure availability of each team member when work is scheduled |
| Emerald San | Project client communication lead | * Build relationships with the client * Update clients on project progress |
| Persephone Moran | Programmer | * Manage project code and ensure it functions |

**Project Execution Roles**

| Name | Roles | Responsibilities |
| --- | --- | --- |
| Joshua Choi | Stakeholder communicator and messenger. Survey data manager | * Oversee the project deliverables like making sure survey data is correct. * Communicate with Landover Hill stakeholders making sure their survey needs are met. * Introduce team to stakeholders |
| Jack Miller | Survey designer and community outreach data collector | -Design survey questions with focus on community needs  -Conducts surveys with stakeholders to collect data |
| Emerald San | Project quality assurance tester | * Run through and test the surveys and make sure they look good * Give attention to details about the survey * Give feedback on the survey questions |
| Persephone Moran | Programmer | * Maintain proper documentation for code structure and project updates |