Responsibility Assignment Matrix

MUSADAQ MANSOOR

Introduction

❑ A Responsibility Assignment Matrix (RAM) describes the participation of various organizations, people, and their roles in completing tasks or deliverables for a project.

❑ It's used by the Program Manager (PM) in clarifying roles and responsibilities in a cross-functional team, projects, and processes.

❑ A Request for Proposal (RFP) might request a RAM from a contractor..

Responsible, Accountable, Consulted, and Informed (RACI) Matrix

❑ A RAM is also called a Responsible, Accountable, Consulted, and Informed (RACI) matrix.

❑ Responsible (R): Those who do the work to achieve the task. There is typically one role with a participation type of Responsible, although others can be delegated to assist in the work required.

❑ Accountable (A): The one ultimately accountable for the correct and thorough completion of the deliverable or task, and the one to whom Responsible is accountable. In other words, an Accountable must sign off (Approve) on work that Responsible provides. There must be only one Accountable specified for each task or deliverable.

Cont.…

❑Consulted (C): Those whose opinions are sought; and with whom there is two-way communication.

❑Informed (I): Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

Responsibility Assignment Matrix (RAM) Standard Format

❑ A RAM is displayed as a chart that illustrates the interaction between work packages that need to be done and project team members.

❑ Typically, the list of objectives is on the left-hand column with the project team member names across the top.

❑ Each work package will be assigned to the appropriate project team member.

❑ The chart aids in communication amongst the project team members.

Step	Project Initiation	Project Executive	Project Manager	Business Analyst	Technical Architect	Application Developers
1	Task 1	C	A/R	C	I	I
2	Task 2	A	I	R	C	I
3	Task 3	A	I	R	C	I
4	Task 4	C	A	I	R	I

Steps to Developing a Responsibility Assignment Matrix (RAM)

❑ Step 1: List all project tasks and deliverables

❑ Step 2: Identify all project stakeholders

❑ Step 3: Determine responsibility and accountability level for each task and deliverable

❑ Step 4: Assign stakeholders to each task

❑ Step 5: Assign overall stakeholder

❑ Step 6: Ensure all stakeholder know their responsibility

Example

❑Following are the given activities that you perform:

❑ Project planning

❑ Website construction

❑ Content review

❑ Usability testing

❑ Installation of tracking software

❑ Ongoing review of visitors

❑ Sales follow up to frequent users

Example

❑Following are the given scale that you will use:

❑R=Responsible, C=Consulted, A=Accountable, I=Informed.

❑A small team which consists of website manager, web developer, content administrator, web administrator and sales manager will develop and manage this project.

❑You have to create a responsibility assignment matrix by using the above scale, task and development team. In simple words you have to map the work of the project to the peoples responsible for performing that work using the given scale

	Website Manager	Web Developer	Content Administrator		Web Administrator	Sales Manager	
Project Planning	A	R	C		C	C	
Website Construction	A	R	C		C	I	
Content Review	I	C	A	R	I	I	
Usability Testing	I	A	C		R		
Installation of tracking software	I	A			R		
Ongoing review of visitors		A			R	A	R
Sales follow up to frequent users					I	I	