

Roles and Responsibilities Worksheet

Directions:

1. Start this assignment with each team member writing a brief statement describing unique skills, talents, and expertise they bring to the group and how these relate to the specific role(s) you can perform.
2. Review the assignment pertaining to the phases listed below.
3. As a team, write brief statements about what you expect each of your teammates (list each by name) to contribute to the team's operations and performance. This should be done for each deliverable (phase) in this course.

Legend

Role: List the key roles or groups (eg. Project Manager, Front-End Developer, Back-End Developer, Documentation Writer, Tester, Software Architect, etc...)

Team Member: Identify the person assigned to the role

Responsibilities (Primary): Specify the one thing that this role/team member must do first and foremost

Responsibilities (Secondary): Specify the other responsibilities that the role/team must accomplish during the specified phase

Interfaces: Identify the key people or groups that the role holder needs to interact with

Role	Identity	Responsibilities		Interfaces
		Primary	Secondary	
Project Manager	Jane Abercrombie	Manages project resources by planning and executing the delivery of the end product as directed by the Project Owner, using the M4D process and supporting tools	<ul style="list-style-type: none"> • Captures & reports on the measured performance and lessons learned from the project • Manages the relationship with project stakeholders • Ensures team members seed development of future projects 	<ul style="list-style-type: none"> • Reports to Steering Group on project progress and performance. • Conducts stakeholder workshops to promote buy-in to products and manages Project Owner's expectations of the project outcomes • Delegates authority to workstream leaders for conduct of project activities

List each of the key roles or groups (as appropriate) in turn

Identify the person (or people) assigned to that role (or group)

Specify the one thing that this role must do, first and foremost

Specify the other responsibilities that the role holder must discharge

Identify the key people or groups that the role holder needs to interact with

Phase: Requirements & Specifications	Role	Team Member	Responsibilities		Interfaces
			Primary	Secondary	

Phase: Design & Planning	Role	Team Member	Responsibilities		Interfaces
			Primary	Secondary	

Phase: Iteration 1 & Document Update	Role	Team Member	Responsibilities		Interfaces
			Primary	Secondary	

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Phase: Iteration 1 & Document Update	Role	Team Member	Responsibilities		Interfaces
			Primary	Secondary	

Phase: Iteration 2 & Code Coverage	Role	Team Member	Responsibilities		Interfaces
			Primary	Secondary	

Phase: Testing	Role	Team Member	Responsibilities		Interfaces
			Primary	Secondary	

Phase: Project Outcomes & Lessons Learned; Final Demo	Role	Team Member	Responsibilities		Interfaces
			Primary	Secondary	