ISYS 630 Project Management
Pie Pub Restaurant
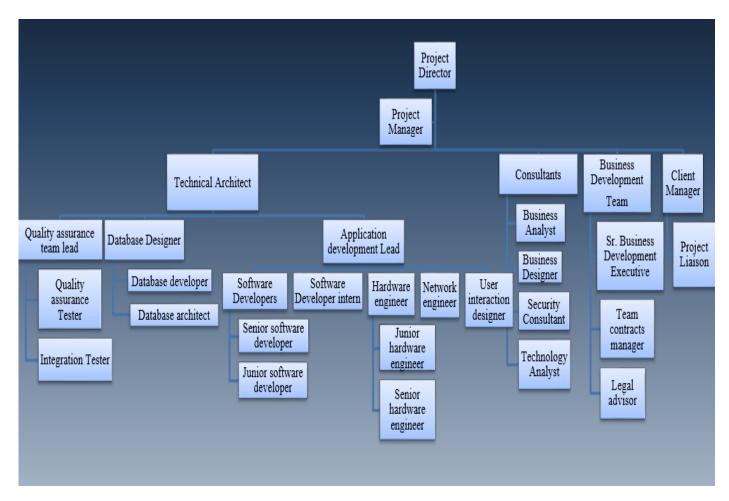
Organization Chart and
Responsibility Assignment Matrix

Group 3
Team members
Aditya Purandare | Abeer Katiyal | Sneha Chandrashekaraiah

I. Brief Description

Organization chart is a visual representation of how an organization or an institution its authority, responsibility and information flows in its organizational structure. In our organization, we have our project director and project manager jointly leading the project, who breakdown the work into their respective departments and hand over the responsibility to the department heads as shown.

The department heads further delegate the work down the chain and each individual element in the work breakdown structure will have an individual responsible for it. A responsibility matrix is used to define who in the organization chart is responsible for individual work elements and deliverables. By forming a matrix around the work breakdown structure, its elements and the organizational structure, responsibilities can be assigned to lower level tasks and individuals. The responsibility is also divided into the four different categories – Responsible, Accountable, Consult, Inform. These categories define how much information is passed on to who and also identifies the people who are to be consulted with regard to which work.

II. Organization Chart

III. Responsibility Matrix

Process Name / Description: *Pie Pub restaurant expansion from a two-branch business to a multi-city franchise chain of 20 chain restaurants.*

Created On: *Apr-16* **Revision:** *4/4/2016*

Created by: Sneha Chandrashekaraiah, Aditya Purandare, Abeer Katiyal

Legend
R = Responsible
A = Accountable
C = Consulted
I = Informed

Process	Mobile application development team manager	Integration software development team manager	Web Development team manager	Quality testing manager	Unit testing Manager	Network Engineer	Quality Analyst	Security Analyst	Business Analyst	IT Support	Adminstrator	HR	Off-shore-Onsite Co-ordinator	Project Manager
Project proposal request RFP and RFI	I	I	I	I	-	-	-	C	A	-	-	-	I	R
Gather all information on the requirements	-	-	-	-	-	-	-	-	R	-	I	-	A	C
Develop a project scope and charter	A	A	A	A	-	-	I	I	C	-	-	-	-	R
Workbreakdown structure	C	C	C	C	-	-	-	-	A	-	-	-	I	R
Planning staffing resources and Project schedule	I	I	I	I	I	-	-	-	-	I	-	R	C	A
Quality management planning	I	I	I	R	-	-	-	-	-	-	-	-	-	C
Change request handling	C	C	I	I	-	-	C	-	A	-	-	-	-	-
Risk Analysis and controlling methods	C	C	C	C	I	-	C	R	A	-	-	-	R	R
Software installation and upgrades	I	I	I	I	-	I	-	A	-	R	-	-	I	I
Hardware installation and upgrades	I	-	-	-	-	R	-	-	-	A	-	-	-	C
Monitoring cost and variance	I	I	I	I	I	-	-	-	I	-	A	-	-	R
Testing each development module	I	I	I	C	R	-	A	-	C	-	-	-	-	I
Staff Training and documentation of the lessons learned	I	I	I	-	-	-	-	-	C	-	-	R	-	A
Testing the integration of two disparate systems	-	A	-	R	C	-	-	-	A	-	-	-	-	I
Security Planning and Process definition	I	I	I	I	I	C	A	R	-	C	C	-	C	A
Contract Closure	I	I	I	I	I	I	I	I	C	I	I	A	A	R

Organization Chart and RACI Matrix
Version v.1.0
Purandare, Katiyal, Chandrashekaraiah
INFO 630-602 Group-3
Page **3** of **3**
4/06/2016