

Instructions

- 1) Add or Delete project roles as applicable to your project
- 2) Insert key tasks and deliverables by phase
- 3) For each task select the appropriate assignment based on the resources involvement in that particular task. (A legend is provided in cell A3)

Responsibility Assignment Matrix (RAM)

Resource Responsibility P - Primary Responsibility A - Approval Authority S - Supporting Responsibility (Contributor or Reviewer) I - Information Only <i>(Select from drop down list)</i>	Project Director	Project Manager	Procurement Manager	Risk Manager	Administrative Manager	Administrative Staff Support	Financial Analyst	Contract Manager	Project Librarian	Project Scheduler	Quality Manager	Technical Manager	System Engineer	Implementation Manager	Application Support Manager	Test Manager	Configuration Manager	Operations Manager	Customer Support Manager	Project Sponsor	Executive Steering Committee
Project Funding																					
Formulate Costs	S	P	S	S	S	I	P	S	I	S	S	S	S	S	I	I	S	S	I	A	I
Set Budget	S	P	S	S	S	I	P	I	I	S	I	I	I	I	I	I	I	I	I	A	I
Acquisition Planning																					
Develop work breakdown structure	A	A	P	S	S	I	S	I	I	P	S	S	S	S	I	S	S	I	I	A	I
Evaluate performance	P	P	S	S	S	I	I	S	I	I	P	S	P	S	I	P	S	S	I	I	I
Contracting																					
Software Development Agreement	A	P	S	S	S	S	S	P	I	S	S	S	S	S	S	S	S	S	P	S	S
Time and Material Contract	A	P	P	S	I	I	S	P	I	P	S	P	P	I	I	I	I	I	P	S	S
Cost Reimbursable Contract	A	P	I	I	I	I	P	P	I	I	I	I	I	I	I	I	I	I	P	S	I
Requirements Analysis																					
Business Requirement Analysis	A	P	P	I	P	P	P	P	I	P	I	I	I	I	I	I	I	I	I	I	I
Software & AI Requirement Analysis	A	P	I	P	I	I	I	I	I	I	P	I	P	I	I	I	I	I	I	I	I
System Design																					
System Requirement Specification	A	P	S	S	S	S	S	P	I	S	A	A	S	A	S	S	S	S	I	S	I
Prototype	A	P	S	S	I	I	P	P	I	I	A	A	A	S	S	A	I	S	I	S	I
Data Management	A	A	I	I	I	I	I	P	I	I	A	A	A	S	S	A	I	S	I	S	I
System Development																					
System Testing	S	S	S	P	S	I	I	I	I	I	A	A	P	A	I	P	S	S	I	I	I
Check Features	A	A	A	P	S	I	S	S	I	I	A	A	P	A	S	P	P	S	I	S	S
System Implementation																					
Deployment	A	P	A	I	A	S	S	A	I	I	S	A	P	P	A	A	S	S	S	A	I
Documentation	P	P	A	A	S	I	I	S	I	I	S	I	A	P	A	I	I	S	I	S	S

Responsibility Assignment Matrix (RAM)

IPOC & IW	Legal Counsel	DOF	DGS	Federal Partners
I	I	I	I	I
I	I	I	I	I
I	I	I	I	I
I	I	I	I	I
P	A	S	S	S
P	A	S	S	S
I	A	P	I	S
I	I	P	I	I
I	I	I	I	I
I	S	S	I	I
I	S	S	I	I
I	S	S	I	I
I	I	I	I	I
S	S	S	S	S
I	I	S	S	S
S	I	I	I	I

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Project Funding																				
Formulate costs	S	P	S	S	S	I	P	S	I	S	S	S	S	S	I	I	S	S	I	A
Set Budget	S	P	S	S	S	I	P	I	I	S	I	I	I	I	I	I	I	I	I	A
Get Approval	P	S	S	S	S	I	P	S	I	I	I	I	I	I	I	I	I	I	I	A

Resources

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A
S
I

Responsibility Assignment Matrix (RAM)

—	—	—					Executive Steering Committee
—	—	—					IPOC & IVV
—	—	—					Legal Counsel
—	—	—					DOF
—	—	—					DGS
—	—	—					Federal Partners

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Acquisition Planning																			
Develop preliminary business case	S	P	S	S	P	S	S	S	I	S	S	S	I	I	I	I	I	I	I
Develop work breakdown structure	A	A	P	S	S	I	S	I	I	P	S	S	S	S	I	S	S	I	I
Communicate workload responsibilities	S	A	P	S	S	I	I	S	I	P	S	S	S	S	S	S	S	S	S
Identify requirements	A	A	P	S	S	I	A	S	S	S	S	A	S	I	I	I	I	I	I
Evaluate performance	P	P	S	S	S	I	I	S	I	I	P	S	P	S	I	P	S	S	I

Resources

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Responsibility Assignment Matrix (RAM)

Project Sponsor							
Executive Steering Committee							
IPOC & IVV							
Legal Counsel							
DOF							
DGS							
Federal Partners							
A	I	I	I	I	I	I	I
A	I	I	I	I	I	I	I
A	I	I	I	I	I	I	I
A	I	I	I	I	I	I	I
I	I	I	I	I	I	I	I

Responsibility Assignment Matrix (RAM)

[illegible]

Responsibility Assignment Matrix (RAM)

Operations Manager	Customer Support Manager	Project Sponsor	Executive Steering Committee	IPOC & IVV	Legal Counsel	DOF	DGS	Federal Partners
S	P	S	S	P	A	S	S	S
S	P	S	S	S	A	S	S	P
I	P	S	S	P	A	S	S	S
I	P	S	S	P	A	P	S	S
P	P	S	S	P	A	I	I	S
S	P	S	I	I	A	I	I	P
P	P	S	I	S	A	S	S	P
I	P	S	I	I	A	P	I	S

Responsibility Assignment Matrix (RAM)

[illegible]

Responsibility Assignment Matrix (RAM)

	Project Sponsor	Executive Steering Committee	IPOC & IVV	Legal Counsel	DOF	DGS	Federal Partners
I	I	I	I	I	I	I	I
I	I	I	I	I	P	I	I
I	I	I	I	I	P	I	I
I	I	I	I	I	I	I	I
I	I	P	A	I	I	I	I

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System Design																				
System Requirement Specification	A	P	S	S	S	S	S	P	I	S	A	A	S	A	S	S	S	S	I	S
Current System Analysis	S	P	S	S	S	S	S	S	S	S	A	A	S	A	S	S	S	S	I	S
Proposed System Analysis	S	P	S	S	S	S	S	S	S	S	A	A	S	A	S	S	S	S	I	S
Prototype	A	P	S	S	I	I	P	P	I	I	A	A	A	S	S	A	I	S	I	S
Design Flow Documentation	A	A	I	P	I	I	I	P	I	S	A	A	S	S	S	A	P	S	I	S
Data Management	A	A	I	I	I	I	I	P	I	I	A	A	A	S	S	A	I	S	I	S

Resources

P
A
S
I

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System Development																			
System Programming	S	S	S	S	S	I	I	I	I	I	S	A	P	A	I	I	S	S	I
Code Debugging	S	S	S	S	S	I	I	I	I	I	S	A	P	A	I	I	S	S	I
System Testing	S	S	S	P	S	I	I	I	I	I	A	A	P	A	I	P	S	S	I
Error Handling	S	S	S	P	S	I	I	I	I	I	A	A	P	A	I	A	S	S	I
Bug Resolve	S	S	S	P	S	I	I	I	I	I	I	A	P	A	I	A	S	S	I
Check Features	A	A	A	P	S	I	S	S	I	I	A	A	P	A	S	P	P	S	I

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System Implementation																			
System Deployment	A	P	A	I	A	S	S	A	I	I	S	A	P	P	A	A	S	S	S
Final Documentation	P	P	A	A	S	I	I	S	I	I	S	I	A	P	A	I	I	S	I

Responsibility Assignment Matrix (RAM)

Project Sponsor		Executive Steering Committee		IPOC & IVV		Legal Counsel	
DOF				DGS		Federal Partners	
A	I	I	I	S	S	S	
S	S	S	I	I	I	I	