**ROLES AND RESSPONSILBITIES**

**When choosing a team, consider:**

* Required roles
* Team size
* Necessary skills or teachable ones
* Availability
* Motivation, excited to get involved
* Sometimes team members need to adapt and take on different roles.

**Ask yourself questions like:**

* How many people do I need on my team each step of the way?
* Which team members do I need and when?
* Are they available or busy?
* Who makes the final decision on project resources?
* Etc

For success you need to have confidence and trust in your team members from the start.

Clearly laying out their responsibilities for each role helps everyone know what project task their accountable for.

**Roles:**

* Project sponsor
* Team members
* User
* Project manager
* Customers
* Stakeholders

Clearly going into detail for each one, laying out the tasks and responsibilities for each. Will allow you to build a team and progress in your project.

Office green example:

* Project Sponsor = Director of Product

**Stakeholder analysis**

Visual representation of all the stakeholders

It helps you:

* Avoid surprises
* Build neccary partnerships
* Ensure your involving the right people at the right time
* Helps you see the opportunities for success
* See the possibilities for risks
* Who takes the responsibleness?
* Where to comminate

To do this:

* Make a list of all the stakeholders the project impacts
* Determine the level of interest and influence for each stakeholder
* Asses stakeholders’ ability’s to participate and then find ways to involve them

A picture containing diagram

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When performing key stakeholder analysis, we place the participations here.

Those of most importance are the ones you want to form a closer relation and communication as their feedback is what is most important.

This allows you to know who to communicate with and when.

Graphical user interface, table

Description automatically generated with medium confidence

Then you might create a steering comity for the project with the most important stakeholders together, as their satisfaction and approval is what drives the project forward.

So keep those who need to be updated, updated frequently and make sure to get them involved and vice versa for those who are in the project but are not related to the issue.

So you need to make sure the all stakeholders are communicated with relating to their position in the stakeholder analysis.

**Raci chart**

Table

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Helps to define roles and responsibilities for individuals or teams to ensure work gets done effectively.

It creates clear roles and gives direction to each team member.

Use roles like above

If you don’t know specific Raci values then ask to know who is who in what position