Responsibility Matrix

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Deliverables Task & Code | | Sponsor  **Jon** | Owner  **Ben** | Manager  **Chris** | Stakeholder  **Brylee** | Steering Committee  **Kenneth** | Steering Committee  **Carlos** | Team Member  **Michael** |
| **1.1**  Financial Planning | **1.1.1**  Estimate Cost Structure |  |  |  |  |  |  |  |
|  | **1.1.2**  Acquire Resources/  Approval |  |  |  |  |  |  |  |
|  | **1.1.3**  Assign Project Staff |  |  |  |  |  |  |  |
| **1.2**  Operational Manufacturing Facility | **1.2.1**  Test Water |  |  |  |  |  |  |  |
|  | **1.2.2**  Check Foundation |  |  |  |  |  |  |  |
|  | **1.2.3**  Understand FDA Requirements |  |  |  |  |  |  |  |
|  | **1.2.4**  Check Code/ Electrical Wiring |  |  |  |  |  |  |  |
|  | **1.2.5**  Procure Building Insurance |  |  |  |  |  |  |  |
| **1.3**  Equipment | **1.3.1**  Purchase Equipment |  |  |  |  |  |  |  |
|  | **1.3.2**  Purchase Insurance for Machines |  |  |  |  |  |  |  |
|  | **1.3.3**  Install Machines |  |  |  |  |  |  |  |
| **1.4**  Employment | **1.4.1**  Search to Fill Necessary Positions |  |  |  |  |  |  |  |
|  | **1.4.2**  Conduct Hiring Process |  |  |  |  |  |  |  |
|  | **1.4.3**  Safety & Operational Training |  |  |  |  |  |  |  |
| **1.5**  Develop Sauces | **1.5.1**  Research & Test Different Recipes |  |  |  |  |  |  |  |
|  | **1.5.2**  Send to Nutrition Lab for Analyzation |  |  |  |  |  |  |  |
|  | **1.5.3**  Determine Product Shelf Life |  |  |  |  |  |  |  |
| **1.6**  Bottling & Labeling | **1.6.1**  Select Bottling Style |  |  |  |  |  |  |  |
|  | **1.6.2**  Design Packaging & Labeling |  |  |  |  |  |  |  |
| **1.7**  Sales Contracts | **1.7.1**  Local Markets/ Restaurants |  |  |  |  |  |  |  |
|  | **1.7.2**  Costco |  |  |  |  |  |  |  |
|  | **1.7.3**  Offer Custom Made Sauces |  |  |  |  |  |  |  |
| **1.8**  Production | **1.8.1**  Determine Ingredients Lists |  |  |  |  |  |  |  |
|  | **1.8.2**  Contact Suppliers to Increase Current Orders |  |  |  |  |  |  |  |
|  | **1.8.3**  Begin Production, Bottling, & Labeling |  |  |  |  |  |  |  |
| **1.9**  Distribution | **1.9.1**  Accept Bids for Distribution |  |  |  |  |  |  |  |
|  | **1.9.2**  Draft Distribution Contracts |  |  |  |  |  |  |  |
|  | **1.9.3**  Distribute |  |  |  |  |  |  |  |

 Responsible Support

 Notification  Approval