**TASK 3.4: HOURS MATRIX**

While every project will almost always have a project manager, assigning team members to head certain tasks is sometimes overlooked. Assigning tasks to a team is an indispensable element of a leader’s responsibilities. Effective delegation in management is what makes a team function as a well-oiled machine.

Once you’ve identified tasks that can be transferred to other members of your team, you need to consider who the best person is to take them on. Make sure that the individual you select has the skills needed to tackle the task, and that it’s not too easy for them. Another important part of the selection is to determine the values and character traits a person has because the critical responsibility is to assign right task to the right people. It is very important to assign the right task to the right person. It affects the efficiency and speed of the project. Moreover, if different people are working on the different tasks at the same time, it makes the process faster.

It’s not enough to assign a task to a team member. You need to give people full authority over the work, so they feel engaged to complete it successfully. You also must make sure that when you transfer a task, the assigned person has taken complete responsibility over it.

In that case, following are the criteria from which the decision can be made.

1. Who is being under or over worked?
2. Who is the most skilled?
3. Who has worked on the similar project or task in the past with the required skills?
4. Who congruent activities can be assigned?
5. Who works best in a group?

Below given is the chart that shows the numbers of hours needs to be worked for each task and who will be responsible for each task.