| Role Project Manager Sponsor Financial Training Materials Media/IT Update Website/Ensure IT Supp | X X X X Doort X | X A X | X | X X X | Comments N/A Approvals and Funding Develop workshop materials Required Sign-Off |
|--|--|--|--|---|---|
| Sponsor Financial Training Materials ner Liaison Review Materials | X X X X Dort X | | X | X X X | Approvals and Funding Develop workshop materials |
| rig Financial Training Materials mer Liaison Review Materials | X X X port X | | X | X X X | Develop workshop materials |
| ner Liaison Review Materials | X X port X | X | X | X | <u>'</u> |
| | X port X | X | X | Х | Required Sign-Off |
| Media/IT Update Website/Ensure IT Supp | oort X | X | V | | |
| | | 1/ | X | X | IT/AV Support |
| e Funds Disbursement | Х | | | | Per COO Direction |
| Attend Event | | | | Х | Record and Address Issues |
| Cater and Host Event | Х | | Х | | Contract Vendor |
| Need MC and Guest Speaker | Х | | Х | Х | TBD |
| cting Contract Support | Х | Х | | Х | Manage all contracts |
| cti | Cater and Host Event Need MC and Guest Speaker | Cater and Host Event X Need MC and Guest Speaker X | Cater and Host Event X Need MC and Guest Speaker X | Cater and Host Event X X Need MC and Guest Speaker X X | Cater and Host Event X X X Need MC and Guest Speaker X X X |

| | ROLE | DEFINED | | |
|------------|------|------------------------------------|--|--|
| RACI Terms | R | Responsible for performing work or | | |
| | K | tasks | | |
| | A | Accountable for outcomes | | |
| Defined | C | Consult as a Subject Matter Expert | | |
| | C | (SME) | | |
| | I | Inform as project progresses | | |

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