

Project: Success Inc. Fall 2024 Seminar & Workshop Date: 31 Jan 2024		
Team Member Name	Assigned Role	RACI Designator
Juan Cortez	Project Manager	A/R
Sandra Morgan	Project Sponsor / CCB Chair	A/C/I
Ramesh Patel	Catering Support	R
Sophia Lamar	AV and IT Lead	A/R
Sarah Kim	Hotel Liaison / Finance Oversight	A/R/I
Priya Singh	Event Manager / Agenda & Attendee Manage	R
Michael Watson	Intern (Packet Assembly)	R
Valerie Shannon	Senior Operations Manager	C/I
IT Dept Lead	Internal AV/Streaming Support	C
Department Leads	Members of Change Control Board	I

Explanation (Just for understanding)

Leads project, manages all components, directly involved in execution

Accountable for project approval, consulted on key decisions, informed regularly

Executes catering plan under Sarah’s direction

Owns AV/IT planning and execution responsibilities

Oversees venue coordination, manages finances, accountable for setup/closeout, needs to be informed

Manages attendees, agenda, packet mailing.

Executes packet work, receives direction from Priya

Consulted for historical context, kept informed of progress

Consulted for AV/streaming capabilities.

Receive weekly status reports and meeting updates

R	Responsible	Assigned work tasks. Responsible for providing project deliverables.
A	Accountable	Accountable for the end result of the work.
C	Consult	Provide technical and operational guidance and direction as required.
I	Inform	Provide access to all project communications. Requires status on all aspects of the project.