RESPONSIBILITY ASSIGNMENT MATRIX

PM	Project Manager
BAx	Business Analyst [x - (1-2)]
Dx	Developer [x - (1-4)]
Tx	Tester [x - (1-4)]
I	Infrastructure Support Engineer
P	Production Support Analyst
C	Change Control Analyst

R - Responsible
A - Accountable
C - Consult
I - Inform

Team Member

Activity ID	Activity	Sponsor	PM	BA1	BA2	D1	D2	D3	D4	T1	T2	T3	T4	I	P	C
1	**Project Initiation**	C	AR													
1.1	**Project Evaluation**	C	AR													
1.1.1	Current System Concepts And Understanding	C	A	R		R										
1.1.2	Project Feasibility Study	C	A		R		R									
1.1.3	Project Recommendations	C	A	R	R											
1.2	**Project Charter Preparation**		AR													
1.2.1	Define Scope, Time, Cost	C	AR	R		R										
1.2.2	Identify Summary Milestones		AR													
1.2.3	Assign High Level Roles		AR													
1.2.4	Prepare High Level Budget		AR													
1.2.5	Identify High Level Control Strategies		AR													
1.2.6	Define Project Manager Authority Level		AR													
1.2.7	Gain Approval For Project Charter	C	AR													
1.3	**Preliminary Project Scope**		AR													
1.3.1	Define Preliminary Scope Statement	C	AR													
1.3.2	Gain Approval For Preliminary Scope	C	AR													
1.4	**Detailed Requirement Gathering**		A	R	R											
1.4.1	Requirement Gathering Interviews With Users	C	A	R	R		R									
1.4.2	Consolidated Requirement Document		A	R	R											
1.4.3	Approval Of Requirements	C	A	R	R											
2	**Project Planning**		AR													
2.1	Project Kick Off Meeting	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	
2.2	**Prepare Project Plan**	I	AR													
2.2.1	Define Work Breakdown Structure	I	AR													
2.2.2	Estimate And Prepare Project Schedule	I	AR													
2.2.3	Prepare Project Budget	I	AR													
2.2.4	Develop Resource Allocation Plan	I	AR													
2.3	**High Level Design**	I	A													
2.3.1	Prepare High Level Design Of Web Portal	I	A	R		R	R	R								
2.3.2	Develop High Level Design Of New Edi Mappings	I	A		R				R							
2.3.3	High Level Design Of Compliance Link Test Application	I	A	R	R	R	R	R	R							
2.3.4	High Level Architecture Of Integration Of Erp And Warehouse Systems	I	A			R	R	R								
2.4	**Quality Management Plan**		A													
2.4.1	Define Quality Standards For Project	I	A							R	R					
2.4.2	Quality Metrics	I	A							R						
2.4.3	Quality Checklist	I	A								R					
2.4.4	Gain Approval For Quality Management Plan	C	AR													
2.5	**Risk Planning**	I	AR													

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#	Task												
2.5.1	Prepare Risk Register	I	AR										
2.5.2	Risk Priority List	I	AR										
2.5.3	Risk Control Procedures	I	AR										
2.6	Develop Communication Plan	I	AR										
2.7	Finalize Project Plan And Gain Approvals	C	AR										
3	**Project Execution**		A										
3.1	**Detailed Design**		A										
3.1.1	Detailed Design Of Web Portal		A	R			R	R					
3.1.2	Low Level Design Of New Edi Mappings		A		R			R	R				
3.1.3	Low Level Design Of Compliance Link Test Application		A			R	R	R	R	R			
3.1.4	Low Level Architecture Of Integration Of Erp And Warehouse Systems		A			R	R	R	R				
3.2	**Hardware And Software Procurement**		A										R
3.2.1	Hardware Installation		A										R
3.2.2	Software Installation		A										R
3.2.3	Prepare Development Environment		A										R
3.3	**Implementation**		A										
3.3.1	**Develop Supplier Web Portal**		A										
3.3.1	Develop Screens For Supplier Login		A		R								
3.3.1	Create Incoming Shipment Tracking Functionality		A		R	R	R	R					
3.3.1	Create Outgoing Shipment Tracking Functionality		A		R	R	R	R					
3.3.2	**Develop New Edi Mappings**		A										
3.3.2	Tracking Numbers		A				R						
3.3.2	Pallet Id'S		A				R						
3.3.2	Estimated Ship Dates		A					R					
3.3.2	Po Text To Suppliers		A					R					
3.3.2	Lot (Batch) Numbers		A						R				
3.3.2	Expiration Dates		A						R				
3.3.3	Develop Of A Compliance Link Application For Testing Supplier Maps.		A		R								
3.3.4	**Directing Feed Into ERP And Warehousing Systems**		A										
3.3.4	Map Erp Output Data To Data Warehouse Tables		A				R						
3.3.4	Integrate Erp System With Warehouse		A					R					
3.3.5	**Develop A Non-Conforming Queue For Order Processing**		A					R					
3.3.6	**Enhancement Of Receiving Process**		A			R	R						
3.3.7	**Enhancement Of Put Away Process**		A				R	R					
3.4	**Change Control**		AR										
3.4.1	Evaluate The Impact Of Change		AR				R	R					
3.4.2	Identify Various Options For Change		AR				R	R					
3.4.3	Gain Approval For Change Request	C	AR	R		R							
3.4.4	Implement Change	I	AR				R	R					
3.4.5	Adjust And Communicate Project Plan, Documents, And Baseline	I	AR										
3.5	**Testing**		A										
3.5.1	**Unit Testing**		A										
3.5.1	Test Supplier Web Portal		A							R			
3.5.1	Test Edi Mapping Enhancements		A								R		
3.5.1	Test Compliance Link Application For Testing Supplier Maps		A									R	R
3.5.1	Test Warehouse Is Getting Feed From Erp System		A							R			
3.5.1	Test Non-Conforming Queue		A								R		
3.5.1	Test Receiving And Put Away Process		A										
3.5.1	Defect Resolution And Retesting		A							R		R	R
3.5.1	Sign Off For Testing	C	AR										
3.5.2	**Integration Testing**		A										
3.5.2	Integrated Components Testing For Each Module		A									R	
3.5.2	Integrated Modules Testing		A								R		
3.5.3	**System Testing**		A										
3.5.3	Test Whole System For All The Requirements		A							R		R	R
3.5.3	Functional Testing		A							R			
3.5.3	Stress Testing		A								R	R	
3.5.4	**User Acceptance Testing**		A										

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3.5.4	Defect Resolution	A			R	R	R	R					
3.5.4	Retesting In Uat Environment	A									R		
3.5.5	**Sign Off For All The Complete Testing**	I	AR					C	C	C	C		
4	**Deployment**	I	A										
4.1	**Deployment Preparation**	I	A										
4.1.1	Create Documents For Migration Plan	I	A										R
4.1.2	Steps To Follow For Deployment	I	A										R
4.1.3	Checklist	I	AR										
4.1.4	Code Freeze	I	A									R	
4.1.5	Code Check-In	I	A		R	R	R	R					
4.2	**Deployment To Production**	I	A										
4.2.1	Deploy Code To Production	I	A									R	
4.2.2	Validate And Verify The Changes	I	A									R	
4.2.3	Test System In Production Environment	I	A						R	R			
4.2.4	Announce Availability Of New System	I	AR									R	
5	**Project Closure**	I	AR										
5.1	Administrative Closure Processes	I	AR										
5.2	Organizational Procedures For Asset Updates	I	AR										
5.3	Final Services And Results Documentation	I	AR										
5.4	Gain Formal Deliverable Acceptance	I	AR										
5.5	Document Lessons Learned	I	AR										
5.6	Archive Files And Documents	I	AR										
5.7	Closure Of Contract	I	AR										