Responsibility Assignment Matrix

Project: Systems Migration Project, J.D. Monster Bank

STEP	PHASE	DESCRIPTION	VP Information Technology	Program Manager	Project Manager	Technical Manager	Project Coordinator	Network Support Lead	Programmers
1	Project Initiation	Develop Requirement Document	I	A	R	R	C	I	I
2	Project Initiation	Identify Stakeholders	I	R	R	A	C	I	I
3	Project Initiation	Define Organizational Structure	I	R	R	A	C	I	I
4	Project Initiation	Develop Project Charter	I	R	R	A	A	I	I
5	Project Planning	Define Project Objectives And Milestones	I	R	R	C	A	I	I
6	Project Planning	Develop Migration Plan	I	R	R	R	A	C	I
7	Project Planning	Project Budgeting	A	R	R	C	C	I	C
8	Project Planning	HR Planning	C	R	R	C	A		
9	Project Planning	Project Scheduling	C	C	R	C	A	I	I
10	New Platform Preparation	Acquire And Review API	I	A	R	R	A		R
11	New Platform Preparation	Review Billing Structures	C	A	R	C	C		
12	New Platform Preparation	Define Data Migration Rules	C	A	R	R	A	C	C
13	New Platform Preparation	Systems Configuration	C	A	R	R	A	C	C
14	New Platform Preparation	Test User Account Setup	I	I	A	A	A	A	I
15	New Platform Preparation	Database Configuration	I	I	A	A	A	I	C
16	Existing Platform	Data Structure Blueprint And Analysis	I	A	R	R	C	I	I
17	Existing Platform	Data Cleaning And Analysis	I	A	C	R	C	I	C

#	Category	Task							
18	Existing Platform	Design Staging Areas	I	A	R	A	A	I	A
19	Existing Platform	Task Review And QA	R	A	R	A	C		R
20	Existing Platform	Trial Data Exports	I	C	A	R	A	C	R
21	Existing Platform	Production Data Exports	I	C	R	A	C	C	C
22	Import Services Routines	Map Trial Data To API	C	A	A	R	C	C	C
23	Import Services Routines	Build Routines	I	C	A	R	A		R
24	Import Services Routines	Test Routines	I	C	A	R	A		R
25	Import Services Routines	Confirm Data Compliance	I	A	R	A	A		
26	Data Import	Trial Import	I	A	R	R	A		R
27	Data Import	Testing And QA	I	I	C	R	A		R
28	Data Import	Test Results Review	I	R	R	R	A	I	A
29	Data Import	Trial Import Interactions	I	I	C	R	A		R
30	Data Import	Production Imports	I	I	C	R	A		R
31	Data Import	QA Review	I	R	R	R	A	I	A
32	System Cut Over	Error Tracing And Bug Fixing	I	I	A	A	A		R
33	System Cut Over	Patch Maintenance And Scheduling	I	I	A	A	A	C	R
34	System Cut Over	Documentation	A	A	R	C	C	C	C
35	System Cut Over	Decommissioning Of Earlier Used Systems	I	A	A	R	A	C	A