

# **ORGANIZATION B: USER / ACTIVITY ROLE FUNCTION MATRIX**

Activity	How long is it taking (when its done)?	Frequency	All the Actors & Tools (e.g. SPSS)	Actor(s)	Risks and Potential Problem(s)
Download File Prepared by the Org A: Ent	1 minute	Mon	OneDrive	PM (Assuming its only 1)	No risks. Just that there are no fixed times to getting the files. Or the file might never be delivered as agreed.
Download File Prepared by the Org A: Cr	1 minute	Mon	OneDrive	PM (Assuming its only 1)	
Download File Prepared by the Org A: Br	1 minute	Mon, Wed, Fri	OneDrive	PM (Assuming its only 1)	
Download File Prepared by the Org A: Li	1 minute	Mon, Wed, Fri	OneDrive	PM (Assuming its only 1)	
Download File Prepared by the Org A: Pte	1 minute	Mon, Wed, Fri	OneDrive	PM (Assuming its only 1)	
Download File Prepared by the Org A: Pge	1 minute	Mon, Wed, Fri	OneDrive	PM (Assuming its only 1)	
Download File Prepared by the Org A: Vce	1 minute	Mon, Wed, Fri	OneDrive	PM (Assuming its only 1)	
Download File Prepared by the Org A: Bus	1 minute	Start of 4-Month period	OneDrive	PM (Assuming its only 1)	
Download File Prepared by the Org A: Comms	1 minute	Start of 4-Month period	OneDrive	PM (Assuming its only 1)	

Activity	How long is it taking (when its done)?	Frequency	All the Actors & Tools (e.g. SPSS)	Actor(s)	Risks and Potential Problem(s)
De-dup (File Preparation): Ent	45Min	Mon	Excel & Exclusion List System	Group 2 (How Many + Av. Hourly Pay rate)	If files are not deduped properly, respondents may end up being called more than once as they will be appearing in different files.
De-dup (File Preparation): Cr	1hr	Mon	Excel & Exclusion List System	Group 2 (How Many + Av. Hourly Pay rate)	
De-dup (File Preparation): Br	1:15hr	Mon, Wed, Fri	Excel & Exclusion List System	Group 2 (How Many + Av. Hourly Pay rate)	
De-dup (File Preparation): Li	45mins	Mon, Wed, Fri	Excel & Exclusion List System	Group 2 (How Many + Av. Hourly Pay rate)	
De-dup (File Preparation): Pte	30Min	Mon, Wed, Fri	Excel & Exclusion List System	Group 2 (How Many + Av. Hourly Pay rate)	
De-dup (File Preparation): Pge	30Min	Mon, Wed, Fri	Excel & Exclusion List System	Group 2 (How Many + Av. Hourly Pay rate)	
De-dup (File Preparation): Vce	45Min	Mon, Wed, Fri	Excel & Exclusion List System	Group 2 (How Many + Av. Hourly Pay rate)	

De-dup (File Preparation): Bus	3days	Once per Wave (4 months)	Excel & Exclusion List System	Group 2 (How Many + Av. Hourly Pay rate)	
De-dup (File Preparation): Comms	30Min	Once per Wave (4 months)	Excel & Exclusion List System	Group 2 (How Many + Av. Hourly Pay rate)	

Activity	How long is it taking (when its done)?	Frequency	All the Actors & Tools (e.g. SPSS)	Actor(s)	Risks and Potential Problem(s)
Upload To S1: Ent	5Min	Mon	Excel & TextPad	Group 2 (How Many + Av. Hourly Pay rate)	No risk
Upload To S1: Cr	5Min	Mon	Excel & TextPad	Group 2 (How Many + Av. Hourly Pay rate)	
Upload To S1: Br	5Min	Mon	Excel & TextPad	Group 2 (How Many + Av. Hourly Pay rate)	
Upload To S1: Li	5Min	Mon	Excel & TextPad	Group 2 (How Many + Av. Hourly Pay rate)	
Upload To S1: Pte	5Min	Mon, Wed, Fri	Excel & TextPad	Group 2	

				(How Many + Av. Hourly Pay rate)	
Upload To S1: Pge	5Min	Mon, Wed, Fri	Excel & TextPad	Group 2 (How Many + Av. Hourly Pay rate)	
Upload To S1: Vce	5Min	Mon, Wed, Fri	Excel & TextPad	Group 2 (How Many + Av. Hourly Pay rate)	
Upload To S1: Bus	5Min	Once per Wave	Excel & TextPad	Group 2 (How Many + Av. Hourly Pay rate)	
Upload To S1: Comms	5Min	Once per Wave	Excel & TextPad	Group 2 (How Many + Av. Hourly Pay rate)	

Activity	How long is it taking (when its done)?	Frequency	All the Actors & Tools (e.g. SPSS)	Actor(s)	Risks and Potential Problem(s)
Survey: Ent	1 week	Every Tue	S1	Group 1 (How Many + Av. Hourly Pay rate)	No risk
Survey: Cr	1 Week	Every Tue	S1	Group 1 (How Many + Av. Hourly Pay rate)	
Survey: Br	2 days	Tue, Thur, Sat	S1	Group 1 (How Many + Av. Hourly Pay rate)	
Survey: Li	2 days	Tue, Thur, Sat	S1	Group 1 (How Many + Av. Hourly Pay rate)	

				Hourly Pay rate)	
Survey: Pte	2 days	Tue, Thur, Sat	S1	Group 1 (How Many + Av. Hourly Pay rate)	
Survey: Pge	2 days	Tue, Thur, Sat	S1	Group 1 (How Many + Av. Hourly Pay rate)	
Survey: Vce	2 days	Tue, Thur, Sat	S1	Group 1 (How Many + Av. Hourly Pay rate)	
Survey: Bus	The whole Wave (3-4 months)	The whole Wave (3-4 months)	S1	Group 1 (How Many + Av. Hourly Pay rate)	
Survey: Comms	The whole Wave (3-4 months)	The whole Wave (3-4 months)	S1	Group 1 (How Many + Av. Hourly Pay rate)	

Activity	How long is it taking (when its done)?	Frequency	All the Actors & Tools (e.g. SPSS)	Actor(s)	Risks and Potential Problem(s)
Download Completed Survey: Ent	2Min	Mon to Fri	S1	Group 2 (How Many + Av. Hourly Pay rate)	No risk
Download Completed Survey: Cr	2Min	Mon to Fri	S1	Group 2 (How Many + Av. Hourly Pay rate)	
Download Completed Survey: Br	2Min	Mon to Fri	S1	Group 2 (How Many + Av. Hourly Pay rate)	

Download Completed Survey: Li	2Min	Mon to Fri	S1	Group 2 (How Many + Av. Hourly Pay rate)	
Download Completed Survey: Pte	2Min	Mon to Fri	S1	Group 2 (How Many + Av. Hourly Pay rate)	
Download Completed Survey: Pge	2Min	Mon to Fri	S1	Group 2 (How Many + Av. Hourly Pay rate)	
Download Completed Survey: Vce	2Min	Mon to Fri	S1	Group 2 (How Many + Av. Hourly Pay rate)	
Download Completed Survey: Bus	2Min	Mon to Fri	S1	Group 2 (How Many + Av. Hourly Pay rate)	
Download Completed Survey: Comms	2Min	Mon to Fri	S1	Group 2 (How Many + Av. Hourly Pay rate)	

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Activity	How long is it taking (when its done)?	Frequency	All the Actors & Tools (e.g. SPSS)	Actor(s)	Risks and Potential Problem(s)
Upload Completed Survey Data onto the editing system: Ent	15Min	Mon to Fri	Excel, Data Editing System	Group 3 (How Many + Av. Hourly Pay rate)	No risk
Upload Completed Survey Data onto the editing system: Cr	15Min	Mon to Fri	Excel, Data Editing System	Group 3 (How Many + Av. Hourly Pay rate)	
Upload Completed Survey Data onto the editing system: Br	30Min	Mon to Fri	Excel, Data Editing System	Group 3 (How Many + Av. Hourly Pay rate)	
Upload Completed Survey Data onto the editing system: Li	15Min	Mon to Fri	Excel, Data Editing System	Group 3 (How Many + Av. Hourly Pay rate)	
Upload Completed Survey Data onto the editing system: Pte	15Min	Mon to Fri	Excel, Data Editing System	Group 3 (How Many + Av. Hourly Pay rate)	
Upload Completed Survey Data onto the editing system: Pge	15Min	Mon to Fri	Excel, Data Editing System	Group 3 (How Many + Av. Hourly Pay rate)	
Upload Completed Survey Data onto the editing system: Vce	15Min	Mon to Fri	Excel, Data Editing System	Group 3 (How Many + Av. Hourly Pay rate)	
Upload Completed Survey Data onto the editing system: Bus	15Min	Mon to Fri	Excel, Data Editing System	Group 3 (How Many + Av. Hourly Pay rate)	
Upload Completed Survey Data onto the editing system: Comms	15Min	Mon to Fri	Excel, Data Editing System	Group 3 (How Many + Av. Hourly Pay rate)	

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Activity	How long is it taking (when its done)?	Frequency	All the Actors & Tools (e.g. SPSS)	Actor(s)	Risks and Potential Problem(s)
Proof-reading Completed Survey: Ent	Team of 6 proofreads all projects working 8 hours a day	Mon to Fri	Data Editing System	Group 4 (Hourly pay rate)	The system that is used for editing, backchecking and coding is now very slow. Sometimes comments that have been edited reappear again.
Proof-reading Completed Survey: Cr		Mon to Fri	Data Editing System	Group 4 (Hourly pay rate)	
Proof-reading Completed Survey: Br		Mon to Fri	Data Editing System	Group 4 (Hourly pay rate)	
Proof-reading Completed Survey: Li		Mon to Fri	Data Editing System	Group 4 (Hourly pay rate)	
Proof-reading Completed Survey: Pte		Mon to Fri	Data Editing System	Group 4 (Hourly pay rate)	
Proof-reading Completed Survey: Pge		Mon to Fri	Data Editing System	Group 4 (Hourly pay rate)	
Proof-reading Completed Survey: Vce		Mon to Fri	Data Editing System	Group 4 (Hourly pay rate)	
Proof-reading Completed Survey: Bus		Mon to Fri	Data Editing System	Group 4 (Hourly pay rate)	
Proof-reading Completed Survey: Comms		Mon to Fri	Data Editing System	Group 4 (Hourly pay rate)	

Activity	How long is it	Frequency	All the Actors &	Actor(s)	Risks and Potential
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	taking (when its done)?		Tools (e.g. SPSS)		Problem(s)
Coding Completed Survey: Ent	Team of 8 codes all projects working 8 hours a day	Mon to Fri	Data Editing System	Group 5 (Hourly pay rate)	The system that is used for editing, backchecking and coding is now very slow. Sometimes comments that have been coded reappear again.
Coding Completed Survey: Cr		Mon to Fri	Data Editing System	Group 5 (Hourly pay rate)	
Coding Completed Survey: Br		Mon to Fri	Data Editing System	Group 5 (Hourly pay rate)	
Coding Completed Survey: Li		Mon to Fri	Data Editing System	Group 5 (Hourly pay rate)	
Coding Completed Survey: Pte		Mon to Fri	Data Editing System	Group 5 (Hourly pay rate)	
Coding Completed Survey: Pge		Mon to Fri	Data Editing System	Group 5 (Hourly pay rate)	
Coding Completed Survey: Vce		Mon to Fri	Data Editing System	Group 5 (Hourly pay rate)	
Coding Completed Survey: Bus		Mon to Fri	Data Editing System	Group 5 (Hourly pay rate)	
Coding Completed Survey: Comms		Mon to Fri	Data Editing System	Group 5 (Hourly pay rate)	

Activity	How long is it taking (when	Frequency	All the Actors & Tools (e.g. SPSS)	Actor(s)	Risks and Potential Problem(s)
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	its done)?				
Back-checking and Translation Completed Survey: Ent	Team of 15 translates and backchecks all projects working 2 hours a day	Monday - Saturday	Data Editing System	TL-01 (Hourly pay rate)	The system that is used for editing, backchecking and coding is now very slow. Sometimes comments that have been backchecked reappear again.
Back-checking and Translation Completed Survey: Cr		Monday - Saturday	Data Editing System		
Back-checking and Translation Completed Survey: Br		Monday - Saturday	Data Editing System		
Back-checking and Translation Completed Survey: Li		Monday - Saturday	Data Editing System		
Back-checking and Translation Completed Survey: Pte		Monday - Saturday	Data Editing System		
Back-checking and Translation Completed Survey: Pge		Monday - Saturday	Data Editing System		
Back-checking and Translation Completed Survey: Vce		Monday - Saturday	Data Editing System		
Back-checking and Translation Completed Survey: Bus		Monday - Saturday	Data Editing System		
Back-checking and Translation Completed Survey: Comms		Monday - Saturday	Data Editing System		
Harvesting and Combining Data from Different Projects	2 days	End of Wave (3-4 months)	SPSS	Group 3 (How Many + Av. Hourly Pay rate)	Misalignment and combining wrong variables
Produce Excel Tables (10 tables)	3 days per Table	End of Wave (3-4 months)	Excel	Group 3 (How Many + Av. Hourly Pay rate)	In correct formulas
Produce PowerPoint Reports (10 reports)	7 days per report	End of Wave (3-4 months)	PowerPoint	PMs (How Many + Av. Hourly Pay rate)	Capturing incorrect scores

