

Roles & Responsibilities

A simple template to document roles & responsibilities of those involved in a project. Use this template to assign roles and responsibilities to members of your change / project team and to ensure that the team as a whole can proceed on a firm footing – secure in knowing among themselves who is doing which aspects of the work.

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Objectives

- To help your team understand who has responsibility for which aspects of the project and where hand-offs occur.
- To ensure roles and responsibilities are not duplicated; avoids gaps (work ‘falling through the cracks’!) and promotes team efficiency.

When Would You Use It?

- In the early stages of your project before you set about delivering your project plan.
- This activity can also be used to bring multiple teams together behind a shared goal or objective.

Resources required

- 1 hour.
- Multiple print-outs of the Roles & Responsibilities template (1 for each team member).
- Pens for everyone.
- A large quiet room with wall space that you can put the completed templates up on.

Template for assigning Roles & Responsibilities (R & R)

Role	Identity	Responsibilities		Interfaces
		Primary	Secondary	
Project Manager	Jane Abercrombie	Manages project resources by planning and executing the delivery of the end product as directed by the Project Owner, using the M4D process and supporting tools	<ul style="list-style-type: none">• Captures & reports on the measured performance and lessons learned from the project• Manages the relationship with project stakeholders• Ensures team members seed development of future projects	<ul style="list-style-type: none">• Reports to Steering Group on project progress and performance.• Conducts stakeholder workshops to promote buy-in to products and manages Project Owner's expectations of the project outcomes• Delegates authority to workstream leaders for conduct of project activities

List each of the key roles or groups (as appropriate) in turn

Identify the person (or people) assigned to that role (or group)

Specify the one thing that this role must do, first and foremost

Specify the other responsibilities that the role holder must discharge

Identify the key people or groups that the role holder needs to interact with

What are your Roles & Responsibilities?

Role	Identity	Responsibilities		Interfaces
		Primary	Secondary	

Process

1. The first step is to identify all the key roles needed to fulfill the project and generate a template for each role.
2. A single role may be just one part of a person's job, among others; and a single person may do more than one role on the same change project.
3. It is helpful to separate the prime responsibility of a role from the other, less critical aspects of the role. This helps to set expectations appropriately.
4. In the Interface column it is helpful to identify the individuals or groups with which the role-holder must make contact so as to discharge their responsibilities. Usually this includes stakeholders both up and down the chain of delegated responsibility, as well as colleagues working at the same level in the team but with other, interdependent responsibilities.
5. Each completed template should be agreed among all the team members so that everyone understands their respective and collective responsibilities.
6. The finished template then becomes a Terms of Reference for the Role-holder.

Secret Sauce

- Get the role incumbent to complete the template for their role.
- Ensure all team members review and agree the complete set.
- If a team member is not there then don't be tempted to complete their template for them. If you want each person's buy-in to their role then it's important they complete the template themselves.