**RESPONSIBILITY ASSIGNMENT MATRIX**

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| --- | --- | --- | --- |
| **Project Title:** |  | **Date Prepared:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Person 1** | **Person 2** | **Person 3** | **Person 4** | **Etc.** |
| Work package 1 | **R** | **C** | **A** |  |  |
| Work package 2 |  | **A** |  | **I** | **R** |
| Work package 3 |  | **R** | **R** | **A** |  |
| Work package 4 | **A** | **R** | **I** | **C** |  |
| Work package 5 | **C** | **R** | **R** |  | **A** |
| Work package 6 | **R** |  | **A** | **I** |  |
| Etc. | **C** | **A** |  | **R** | **R** |

R = Responsible: The person performing the work.

A = Accountable: The person who is answerable to the project manager that the work is done on time,   
 meets requirements, and is acceptable.

C = Consult: The person who has information necessary to complete the work.

I = Inform: This person should be notified when the work is complete.