**Roles & Responsibilities Matrix**

**Description**

The roles and responsibilities matrix (RRM) uses the work breakdown structure (WBS) and the organizational structure to link deliverables and/or activities to resources.

This matrix is like a team charter, a document that sets the agenda for a project team before they begin working together on a project. It describes the project team’s qualifications, designates responsibilities for each project position, and sets individual expectations of their role. It is created after a team has been assembled, but before the project planning phase has begun. Creating the RRM can be a first step in getting the team to bond and get buy-in for the project.

The RRM template is used by the project team lead to educate team members on their role on the project. It can be created with the team, or it can be created solely by the project lead and then presented to the team.

While primarily directed at the sponsor or other external stakeholders, the RRM helps everyone know what the team is responsible for, which can prevent someone from asking them to do something that would take them away from their work—and possible jeopardize the project’s success.

That said, even established teams can benefit from making a RRM. It might feel redundant, but just because a team has been established does not mean everyone is on the same page. A RRM template makes sure that everyone is working together effectively: there is never a wrong time to make that effort.

**Example**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Senior/Key Personnel** | | | | | |
| Name | Project Position | Org Unit | Qualifications & Credentials | Role & Responsibilities | Related WBS |
| Dr. Ron Swanson | Lead PI | UNL | Ph.D.; | Project Director: Overall project  direction and management, | 1.0 |
| Dr. Leslie Knope | Co-PI | UNL | Ph.D.; |  | 2.1 |
| Dr. Christopher Trager | Co-PI | KU | Ph.D.; |  |  |
| Donna Meigle | Project Manager | UNL | PMP; |  | 0.1 |
| **Other Project Personnel** | | | | | |
| Name | Project Position/Title | Org Unit | Qualification & Credentials | Role & Responsibilities | Related WBS |
| Gerry Gergich | Post-Doc | UNL | Ph.D.: |  | 1.1 |
| April Ludgate | Technician | UNL | MS; |  | 1.1 |
| Andrew Dwyer | Technician | UNL | MS; |  | 2.1 |
| TBD | Grad Student | KU |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Senior/Key Personnel** | | | | | |
| Name | Project Position/Title | Org Unit | Qualifications & Credentials | Role & Responsibilities | Related WBS |
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| **Other Project Personnel** | | | | | |
| Name | Project Position/Title | Org Unit | Qualification & Credentials | Role & Responsibilities | Related WBS |
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