<h1 style="text-align:center">Roles & Responsibilities Matrix</h1>

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			

Template [Copy and paste into your word document]

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Senior/Key Personnel					
Name	Project Position/Title	Org Unit	Qualifications & Credentials	Role & Responsibilities	Related WBS

Other Project Personnel					
Name	Project Position/Title	Org Unit	Qualification & Credentials	Role & Responsibilities	Related WBS