[Project Name] Responsibility Matrix

Project Manager: [Name]

This matrix describes the level of participation and authority for project stakeholders on major project activities.

E Execution responsibility. Stakeholder responsible for getting the work done. Not necessarily a decision maker, but drives the group to make decisions in a timely manner.

A Approval authority. Final approval on accepting the outcome of this activity. Makes decisions.

C Must be consulted. As work is performed this stakeholder contributes information. Does not make decisions, but is asked for input prior to decisions.

I Informed after a decision is made. Wants to stay updated on progress of this activity.

Activity	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]	[Stakeholder Name]