

Team Structure Document

1. Project Overview

Project Title:

Objective:

Funding Requested:

Date:

2. Team Overview

Total Team Size:

Departments/Disciplines Involved:

3. Team Structure Table

Name	Role/Title	Department	Responsibilities	Relevant Experience	Time Commitment
Jane Doe	Project Manager	Management	Lead, planning, oversight	10+ yrs PM	100%
John Smith	Technical Lead	Engineering	Technical architecture, mentorship	7 yrs Software Eng.	80%
Emily Roe	UI/UX Designer	Design	Interface, user experience	5 yrs UX/UI	60%

4. Organizational Chart

(Insert or attach a simple org chart illustration, or describe reporting structure briefly here.)

5. Key Responsibilities & Reporting Lines

- Project Manager:** Overall delivery and stakeholder management.
- Technical Lead:** Technical decisions and mentoring technical staff.
- Designer:** User interface and experience design.
- Other Roles:** List further roles with brief responsibilities.

6. External Partners / Consultants (If Any)

Name/Company	Role	Expertise Area	Engagement Duration
Acme Consulting	QA Advisor	Quality Assurance	3 months

7. Team Contact Information

- Project Manager: janedoe@email.com
- Technical Lead: johnsmith@email.com
- Designer: emilyroe@email.com

Important Notes

- Ensure every key team member's experience is directly relevant to project success.
- Use clear, concise responsibility descriptions for transparency.
- Update the document regularly as team roles or members change.
- Attach organizational chart for clarity where possible.
- This document supports funding justification by demonstrating operational readiness.