

# Field Work Assignment Matrix Template

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Assignment Matrix

| Team Member | Role/Position  | Assigned Tasks            | Location   | Start Date | End Date   | Remarks                       |
|-------------|----------------|---------------------------|------------|------------|------------|-------------------------------|
| Jane Doe    | Field Engineer | Data Collection at Site A | Site A     | 2024-07-05 | 2024-07-08 | -                             |
| John Smith  | Technician     | Equipment Installation    | Site B     | 2024-07-07 | 2024-07-10 | Coordinate with local contact |
| Emily Chen  | Data Analyst   | Sample Analysis           | Lab Center | 2024-07-09 | 2024-07-12 | Remote support                |

## Important Notes

- This matrix helps assign and track field work responsibilities efficiently.
- Ensure all assigned team members are fully briefed on their roles and schedules.
- Update the matrix if there are any changes in assignment or schedule.
- Share the matrix with all involved parties before commencement of field work.
- Keep records for future project assessment and accountability.