# Roles and Responsibilities Document

## Project/Department:

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## Prepared By:

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## Team Roles & Responsibilities

| Role | Name | Responsibilities |
|---|---|---|
| Project Manager | Jane Doe | <ul><li>Oversee project progress and deliverables</li><li>Coordinate between teams</li><li>Communicate with stakeholders</li></ul> |
| Developer | John Smith | <ul><li>Develop assigned project modules</li><li>Participate in code reviews</li><li>Maintain documentation</li></ul> |
| QA Lead | Lisa Ray | <ul><li>Develop and execute test plans</li><li>Report and track defects</li><li>Ensure quality standards are met</li></ul> |
| Business Analyst | Ali Khan | <ul><li>Gather project requirements</li><li>Document business processes</li><li>Liaise between business and technical teams</li></ul> |

## Document Revision History

| Date | Version | Changes | Author |
|---|---|---|---|
| 2024-06-01 | 1.0 | Initial draft | Jane Doe |

**Important Notes:**

- This document should be reviewed and updated regularly to reflect any changes in team structure or project scope.
- Clearly define and communicate all roles and responsibilities to avoid overlap and confusion.
- All team members should acknowledge and understand their assigned responsibilities.
- Maintain a revision history for future reference.