Responsibility Assignment and Stakeholder Roles

Project: Website Redesign Initiative

Responsibility Assignment Matrix

Task / Deliverable	Project Manager	Lead Developer	UI/UX Designer	QA Tester	Client Representative
Requirements Gathering	R	C	C		A
Wireframe Design	C		R, A		C
Development	C	R, A	C		
Testing & Quality Assurance		C	C	R, A	
Final Review & Approval	R	C	C	C	A

- **R** = Responsible
- **A** = Accountable (Final decision/approval)
- **C** = Consulted
- **I** = Informed (not shown in above example)

Stakeholder Roles

- **Project Manager**: Oversees the project, manages timelines, and coordinates communication among all stakeholders.
- **Lead Developer**: Technical lead responsible for implementation and code quality.
- **UI/UX Designer**: Designs user interfaces and user experience flows.
- **QA Tester**: Ensures software meets quality standards and performs thorough testing.
- **Client Representative**: Provides requirements, feedback, and approval on deliverables.

Important Notes

- Clearly define each participant's role to avoid confusion during project execution.
- Review and update responsibility assignments at key project milestones.
- Use simple, consistent role definitions (R/A/C/I) for clarity.
- Ensure all stakeholders agree on the roles and responsibilities.
- This document should be a living record and easily accessible by all participants.