

# Roles and Responsibilities Matrix

Role	Responsibility	Accountable	Consulted	Informed
Project Manager	Oversees project delivery and ensures milestones are met	â€œ	Team Lead, Sponsor	Stakeholders
Team Lead	Coordinates tasks and manages team members	Project Manager	Developers, QA	Stakeholders
Developer	Codes features and fixes bugs	Team Lead	QA	â€œ
QA	Tests deliverables for quality assurance	Team Lead	Developer	â€œ
Sponsor	Provides resources and approves milestones	â€œ	Project Manager	Stakeholders
Stakeholders	Review status updates and results	â€œ	â€œ	â€œ

**Important Notes:**

- This matrix clarifies who is Responsible, Accountable, Consulted, and Informed for each task or deliverable.
- Roles and tasks should be reviewed and updated regularly to reflect team or project changes.
- Clear definitions prevent misunderstandings and support effective collaboration.
- Consulted roles should actively provide input; informed roles are kept up to date on progress.
- Using this document helps streamline communication and decision-making in projects.