

# Roles and Responsibilities Matrix

Role	Responsibility	Accountable	Consulted	Informed
Project Manager	Oversees project delivery and ensures milestones are met	âœ”	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€”
QA	Tests deliverables for quality assurance	Team Lead	Developer	â€”
Sponsor	Provides resources and approves milestones	â€”	Project Manager	Stakeholders
Stakeholders	Review status updates and results	â€”	â€”	âœ”

## 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.