

# Roles and Responsibilities Matrix

## Project Name: Website Redesign Initiative

Role	Name	Responsibilities	Accountable	Consulted	Informed
Project Manager	Alice Smith	<ul style="list-style-type: none"><li>Oversee project execution</li><li>Coordinate team activities</li><li>Manage timelines and deliverables</li></ul>	X	Development Lead, QA Lead	All stakeholders
Development Lead	Bob Lee	<ul style="list-style-type: none"><li>Lead the development team</li><li>Review code and architecture</li><li>Ensure technical quality</li></ul>	X	Project Manager, QA Lead	All team members
QA Lead	Maria Gomez	<ul style="list-style-type: none"><li>Define test plans</li><li>Lead quality assurance activities</li><li>Report bugs and improvements</li></ul>	X	Development Lead	Project Manager
Designer	Jordan Chu	<ul style="list-style-type: none"><li>Create UI mockups</li><li>Define style guides</li><li>Collaborate with developers</li></ul>	X	Project Manager, Development Lead	QA Lead

## Important Notes

- The matrix should be reviewed and updated regularly as project roles or team members change.
- Clearly defining roles helps avoid confusion and ensures accountability.
- Consulted and Informed columns facilitate transparent communication within the team.
- This document is most effective when shared and accessible to all stakeholders.
- Use this matrix to resolve conflicts in responsibilities or expectations early.