

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">Oversee project executionCoordinate team activitiesManage timelines and deliverables	X	Development Lead, QA Lead	All stakeholders
Development Lead	Bob Lee	<ul style="list-style-type: none">Lead the development teamReview code and architectureEnsure technical quality	X	Project Manager, QA Lead	All team members
QA Lead	Maria Gomez	<ul style="list-style-type: none">Define test plansLead quality assurance activitiesReport bugs and improvements	X	Development Lead	Project Manager
Designer	Jordan Chu	<ul style="list-style-type: none">Create UI mockupsDefine style guidesCollaborate with developers	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.