State of Vermont

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Project Name Here

Responsibility Matrix

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Prepared By: (Your Name)

Date of Publication: mm/dd/yyyy

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| **Project Name** |  |
| **Project Manager** |  |

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| --- |
| **Name of Person(s) or Role(s)** |
| **Project Task or Deliverable** | **Project Sponsor** | **Functional Manager** | **Project Manager** | **Project Team** | **Steering Committee** |
| Charter | A | R | R | I | C |
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“A” – Accountable (accountable that the task/ deliverable be approved and/or completed).

“R” – Responsible (responsible for performing the task or deliverable)**.**

“C” – Consulted (review for completeness and/or feedback).

“I” – Informed (kept updated).

# Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name and Title | Signature | Date |
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