|  |
| --- |
| **Work Package Name** |
|  | Name | Name | Name | Name | Name | Name | Name |
| Task 1 |  |  |  |  |  |  |  |
| Task 2 |  |  |  |  |  |  |  |
| Task 3 |  |  |  |  |  |  |  |
| Task 4 |  |  |  |  |  |  |  |
| Task 5 |  |  |  |  |  |  |  |

|  |
| --- |
| **Project Information** |
| **Project Title** |  |
| **Project Manager** |  |
| **Sponsor** |  |
| **Creation Date** |  | **Revision Date** |  |
| **Created By** | *List all contributors* |

|  |
| --- |
| **Work Package Name** |
|  | Name | Name | Name | Name | Name | Name | Name |
| Task 1 |  |  |  |  |  |  |  |
| Task 2 |  |  |  |  |  |  |  |
| Task 3 |  |  |  |  |  |  |  |
| Task 4 |  |  |  |  |  |  |  |
| Task 5 |  |  |  |  |  |  |  |

|  |
| --- |
| **Work Package Name** |
|  | Name | Name | Name | Name | Name | Name | Name |
| Task 1 |  |  |  |  |  |  |  |
| Task 2 |  |  |  |  |  |  |  |
| Task 3 |  |  |  |  |  |  |  |
| Task 4 |  |  |  |  |  |  |  |
| Task 5 |  |  |  |  |  |  |  |

|  |
| --- |
| **Work Package Name** |
|  | Name | Name | Name | Name | Name | Name | Name |
| Task 1 |  |  |  |  |  |  |  |
| Task 2 |  |  |  |  |  |  |  |
| Task 3 |  |  |  |  |  |  |  |
| Task 4 |  |  |  |  |  |  |  |
| Task 5 |  |  |  |  |  |  |  |

|  |
| --- |
| *R=Responsible, A=Accountable, C=Consulted, I=Informed* |

|  |
| --- |
| **Definitions** |
| **Responsible** | Those who do the work to complete the task. |
| **Accountable** | The one who delegates the work to those responsible, who is ultimately answerable for the task being completed. |
| **Consulted** | Those whose opinions are sought. |
| **Informed** | Those who are kept up-to-date on progress. |

|  |
| --- |
| **Holiday Party (example)** |
|  | Mary  | Tom | Sue | John | Entire Department |
| Set Date & Time | A, R | C | C | C | I |
| Set Menu | A | C | R | C | I |
| Divide Tasks | A | R | C | C |  |
| Set-up | A |  | R |  |  |
| Clean-up | A |  |  | R |  |