

**Instructions**

- 1) Add or Delete project roles as applicable to your project
- 2) Insert key tasks and deliverables by phase
- 3) For each task select the appropriate assignment based on the resources involvement in that particular task. (A legend is provided in cell A3)



### Responsibility Assignment Matrix (RAM)

<p><b><u>Resource Responsibility</u></b></p> <p>P - Primary Responsibility  A - Approval Authority  S - Supporting Responsibility  (Contributor or Reviewer)  I - Information Only</p> <p><i>(Select from drop down list)</i></p>		<b>Project Director</b>		<b>Project Manager</b>		<b>Procurement Manager</b>		<b>Risk Manager</b>		<b>Administrative Manager</b>		<b>Administrative Staff Support</b>		<b>Financial Analyst</b>		<b>Contract Manager</b>		<b>Project Librarian</b>		<b>Project Scheduler</b>		<b>Quality Manager</b>		<b>Technical Manager</b>		<b>System Engineer</b>		<b>Implementation Manager</b>		<b>Application Support Manager</b>		<b>Test Manager</b>		<b>Configuration Manager</b>		<b>Operations Manager</b>		<b>Customer Support Manager</b>		<b>Project Sponsor</b>		<b>Executive Steering Committee</b>		<b>IPOC &amp; IWV</b>		<b>Legal Counsel</b>		<b>DOF</b>
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<b><u>Resource Responsibility</u></b>  P - Primary Responsibility A - Approval Authority S - Supporting Responsibility (Contributor or Reviewer) I - Information Only  <i>(Select from drop down list)</i>	DGS	Federal Partners
<b>Project Funding</b>		
Task/Deliverable 1		
Task/Deliverable 2		
<b>Acquisition Planning</b>		
Task/Deliverable 1		
Task/Deliverable 2		
<b>Contracting</b>		
Task/Deliverable 1		
Task/Deliverable 2		
<b>Requirements Analysis</b>		
Task/Deliverable 1		
Task/Deliverable 2		
<b>System Design</b>		
Task/Deliverable 1		
Task/Deliverable 2		
<b>System Development</b>		
Task/Deliverable 1		
Task/Deliverable 2		
<b>System Implementation</b>		
Task/Deliverable 1		
Task/Deliverable 2		

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<b>Project Funding</b>		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		





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<b>Acquisition Planning</b>		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		



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<b>Contracting</b>		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		



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<b>Requirements Analysis</b>		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		



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<b>System Design</b>		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		





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<b>System Development</b>		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		



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<b>System Implementation</b>		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		
Task/Deliverable		