

Sample Project												
Responsibility Allocation Matrix (WBS plan)												
Task ID	WBS #	Activity/Task Description (sample)	Smith	Jones	Chen	Rodriquez	Gaiti	Takemoto	Nassim	Cohen	Venkatesh	Gagarin
1	1	Start project										
2	2	Initiation phase										
3	2.1	Develop project charter	P			M	R	R				
4	2.2	Project charter approved	P	D	D		A	A	D	D	D	D
5	3	Planning phase										
6	3.1	Product activities										
7	3.1.1	Define pilot design										
8	3.1.1.1	Analyze success criteria	M	O	O	M	M	M	R	R		
9	3.1.1.2	Develop methodology to meet success criteria	M	M	M	M	M	M	M	O		
10	3.1.1.3	Success criteria and methodology approved	P	D	D	M	D	D	D	D	D	D
11	3.1.2	Define requirements for measurements and analytics										
12	3.1.2.1	Define data requirements										
13	3.1.2.1.1	Define sales requirements	A					P			O	O
14	3.1.2.1.2	Define marketing requirements	A				P				O	O
15	3.1.2.1.3	Define billing requirements	A						P		O	O
16	3.1.2.1.4	Define integration requirements	A			P						
		P Performs the task and submits the deliverable										
		R Reviews the task/deliverable										
		A Approves the task/deliverable										
		M Provides mandatory input to task/deliverable										
		O Provides optional input to task/deliverable										
		S Must be notified when task/deliverable is going to start										
		F Must be notified when task/deliverable is going to finish										
		D On the distribution list for materials related to the task/deliverable										

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