**RESPONSIBILITY MATRIX**

KEY:

* R – Responsible Person – Accountable for the task
* S – Support: Acquires resources and materials
* A – Needs to agree
* I – Needs to be informed
* V – Veto

\*Add other roles as needed

Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Name:Task: |  |  |  |  |  |  |  |
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