

<Project Name>

Responsibility Assignment Matrix

**Version <Type Version #>**

**Date:**

**My signature indicates approval of this Responsibility Assignment Matrix.**

**Prepared by:**

Project Manager

**Approved by:**

Project Sponsor

**Approved by:**

Agency CIO

**Approved by:**

Executive Sponsor

**Revision History**

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| Date | Version | Description | Author |
| XX/XX/XXXX | 0.00 |  | <first name, last name> |
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| |  | | --- | | **Function**  **R – Responsible**  **A – Accountable**  **C – Consult**  **I – Inform** | | Project Sponsor | Steering Committee | Chief Financial Officer | Chief Information Officer | Procurement Officer | Vendor Project Manager | Product Owner | Agency Project Manger | Business Owner | Enterprise Architect | Task Order Manager | Scrum Master | DoIT |
| Project Charter |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project Management Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Solution Roadmap |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Responsibility Assignment Matrix |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Requirements Document and/or RTM |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Iteration Schedule |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Agile Maturity Matrix |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Agile Implementation Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| System Design Document |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data Conversion Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interface Control Document |  |  |  |  |  |  |  |  |  |  |  |  |  |
| System Security Document |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operational Readiness Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| System Administration Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disaster Recovery Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposition Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MITDP Closeout |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Definitions** | |
| **Responsible** | Describes roles that execute the activities to achieve the task. |
| **Accountable** | Describes roles that own the quality of the deliverable and sign off on work that Responsible provides. |
| **Consult** | Describes roles that provide subject matter expertise. |
| **Inform** | Describes roles that receive information about the task. |