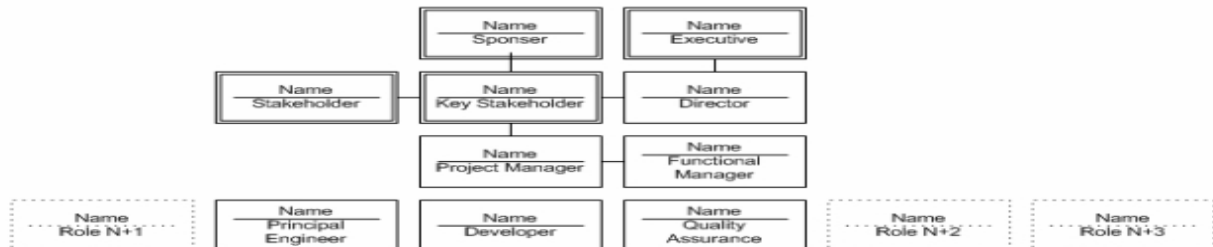


Project Team Organization

Project Team Structure [Section 3.1 in Project Charter Template]

Describe the organizational structure of the project team and stakeholders, preferably providing a graphical depiction (organization chart). See examples below



Team Roles and Responsibilities [Section 3.2 in Project Charter Template]

Summarize roles and responsibilities for the project team and stakeholders identified in the project structure above. See examples below

Role	Responsibility
Sponsor	Champion of the project
Key Stakeholder	Approval of requirements and UAT signoff
Executive	Overall ownership of project from an organizational perspective
Director	Overall management of direct IT resources
Project Manager	Overall management of the project time, scope, and budget
Functional Manager	Management of resources from respective team
Principal Engineer	Oversight of design and definition
Developer	Design and definition
Quality Assurance	Assures design and definition meets requirements
Role N+1...	

Team Responsibility Matrix [Section 3.3 in Project Charter Template]

Complete the responsibility matrix for each of the project roles. As a graphical depiction of a more detailed perspective of responsibilities, the matrix should reflect by functional role the assigned responsibility for key milestones and activities.

	Sponsor	Key Stakeholder	Executive	Director	Project Manager	Functional Manager	Principal Engineer	Developer	Quality Assurance	Role N+1
Major Milestone										
Cost / Benefit analysis completed			I	E	A	A	C	C	C	
Requirements defined	I	C		E	A	A	C	C	C	
Budget approved			A	E	C	C				
Schedule approved			A	E	C	C				
Project authorized	E	A	I	I	I	I				
Legend	E = responsible for execution (may be shared) A = final approval for authority C = must be consulted I = must be informed									