PROJECT RESPONSIBILITY ASSIGNMENT MATRIX (RAM) TEMPLATE

This template enables you to define and record the different roles and their associated responsibilities as they relate to your project. It performs a key role in communicating with the project stakeholders and sponsor informing them of the accountabilities and responsibilities within the project team. The RAM combines the Work Breakdown Structure (WBS) and Organizational Breakdown Structure (OBS) and allows the creation of control accounts to be set up to ensure the project progresses as smoothly as possible.

A RAM enables the impact of cross-functional projects to be identified and managed effectively within the organization. The Responsibility Assignment Matrix (RAM) is used to show the connections between work packages or deliverables and members of the project. An essential aspect of the RAM is to make sure a clear distinction made between a person being 'responsible' and that of having 'accountability' for a work package.

Responsible – relates to the person who must perform the work to deliver a work package or complete a task.

Accountable – is concerned with the sole individual who will approve (sign-off) a work package or deliverable. This person may delegate the performance of the task to another but they are answerable for it being completed in a timely fashion and at the right level of quality.

NOTE: Other names for this type of matrix are RACI (Responsible, Accountable, Consulted & Informed), ARCI (Accountable, Responsible, Consulted & Informed) & LRC (Linear Responsibility Chart).

APPENDIX D contains the summary of each team member's technical profile as it relates to the project and its specific requirements.

HOW TO USE THIS RAM TEMPLATE

The following blank template can be reproduced several times so that you cover:
- All the levels of your Work Breakdown Structure (WBS) &
- All the units of the Organizational Breakdown Structure (OBS).

For the more complex project you may need to add a further level of detail that relates to the contract work breakdown structure often referred to as (CWBS). This also requires you to highlight the control accounts within your RAM i.e. those points where planning and control management cover one organizational **and** one WBS element.

1. Detail the WBS Id's across the top of the table, use additional tables if the complexity of the WBS requires.
2. List the OBS units in the far left column. If one OBS unit has several levels use additional tables.
3. Fill in the table assigning the appropriate letters to its corresponding cell. If the cell represents a control account this would be highlighted in <mark>yellow</mark>.
   - **A** – for OBS Unit Accountable for WBS
   - **R** – for OBS Unit Responsibility of WBS
   - **P** – for OBS Unit that Performs/Produces WBS

NOTE: It is easy to add or delete column and rows to suit the needs of your project.

Project Working Title:	Project Description:		Version: Date:
Project Sponsor:	Contact tel: email:	Plan Author:	Contact tel: email:	Organization:

Printed Name & Job Title	Project Role	Signature	Date Approved
	Project Sponsor		

CIRCULATED TO:

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Project Responsibility Assignment Matrix (RAM)											
WBS Id's											
OBS Units											
LEGEND: A – Accountable, R – Responsible, P – Performs/Produces, Control Account											

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APPENDIX A – VERSION HISTORY					
Version history of this document is recorded here. For each new and approved version the reasoning behind its creation are described below					
Version Number	Name of Implementation Author	Date Revised	Approved by	Date Approved	Reasoning behind new version
1.0					

APPENDIX B – GLOSSARY OF PROJECT TERMS	
Each project uses standard acronyms and develops their own for the ease of communication. It is important to record them in this plan to ensure clarity of description and terminology is consistent.	
Acronym / Term	Standard or Project Definition
PMO	Project Management Office

APPENDIX C – DOCUMENTATION REFERENCES		
Any professionally managed project has extensive documentation the purpose of this appendix is to record which documents (plus the version used, if applicable) have been used in the production of and conjunction with this document.		
ISBN / Reference / Version	Document	Author
	Project Management Plan Stakeholder Register	

APPENDIX D – PROJECT TEAM MEMBER PROFILES							
This appendix details the technical and skills profiles for each of the project team member's and how they relate to the project and its specific requirements.							
Full Name	Project Role	Project ID	Reports to	Non-technical Skills	Technical Skills	WBS IDs Assigned to	Comments