





 Matrix

Project - Implement New Collaboration Software

	<i>Role</i>						
<i>Task</i>	CEO	Operational Leader	HR Leader	IT Director	Finance Department	Managers	Employees
Initial needs analysis	C	R	A	C	I	C	
Team member input	A	R	R	R	R	C	C
Product evaluation	C	R	R	A	C	C	
Product selection	A	C	C	R	R	I	I
Plan development	C	A R	R	C	C	C	
Training schedule	I	R	A R	C	I	C	
Communication Plan	A	R	R	I	C	C	