ISSUE _____ TEAM LEADER _____ DATE _____

PROJECT _____ STAGE _____

RESPONSIBILITY CHART

DECISIONS OR ACTIONS	DUE DATE	PEOPLE						

CLASSIFICATION:
R=RESPONSIBILITY
A=APPROVAL OF CONDUCTING ACTION ITEM
S=SUPPORT
I=INFORM
B= ACCEPT / REJECT AUTHORITY REVIEW OF ACTION ITEM

1) NO BOX CONTAINS MORE THAN ONE LETTER
2) NO MORE THAN ONE R CAN EXIST FOR AN ACTIVITY
3) KEEP NUMBER OF A'S AT A MINIMUM
4) KEEP NUMBER OF B'S AT A MINIMUM PER LINE