**ROLES AND RESPONSIBILITIES**

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| **Project Title:** |  | **Date Prepared:** |  | |
| **[Resource Role Description](#Resource_Role_Description" \o "Identify the role or job title and a brief description of the role.)** | | | | |
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| **[Authority](#Authority" \o "Define the decision-making limits for the role. Examples include alternative selection, conflict management, prioritizing, rewarding and penalizing, etc. Indicate the reporting structure.)** | | | |
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| **[Responsibility](#Responsibility" \o "Define the activities that the role carries out and the nature of the contribution to the final product, service, or result. Examples include job duties, processes involved, and the hand-offs to other roles.)** | | | |
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| **[Qualifications](#Qualifications" \o "Describe any prerequisites, experience, licenses, seniority levels, or other qualifications necessary to fulfill the role.)** |
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| **[Requirements](#Requirements" \o "Describe specific role or job skills and competencies. May include details on languages, technology, or other information necessary to complete the roles successfully.)** |
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