**ROLES AND RESPONSIBILIES TEMPLATE**

**Disclaimer:**

This template/document/framework is not intended to be comprehensive or exhaustive - rather, it seeks to provide a framework, be a reference, stimulate discussions, generate ideas, and facilitate further analysis to encourage additional exploration, research and/or policy development for your organization or group.

This template, referred to as “Roles and Responsibilities Template,” is free for use and has been developed to suit the Confederacy of Treaty Six First Nations’ business/operational needs. Should you elect to use it for your own use, we recommend caution before using it to replace any documents that you or your organization currently have in place. The Confederacy of Treaty Six First Nations is not liable for the use of this document in the event you choose to use it voluntarily. This document is not to be sold. The Confederacy of Treaty Six First Nations holds the rights to alter or amend this document at any time without notice. 2021-07-07-V1

**Preamble:**

This template can be used to define the roles and responsibilities for a team in a program or project. Each initiative is unique; the user of this template may adjust it as required to meet its particular circumstance.

**ROLES AND RESPONSIBILIES TEMPLATE**

|  |  |
| --- | --- |
| **Team Name/Project Name** |  |
| **Branch/Organization** |  |

|  |  |
| --- | --- |
| **Position** | **Role** |
| **Name of the Position** | * Brief description of the overall role and contribution |
| **Responsibilities** | |
| * List of high-level activities in order of importance * Responsibilities are briefly described in a one-sentence statement, starting with an action word/verb. | |
| **Reports to** | |
| * Position Name Who it Reports to * (May include name and title of person in the reporting position) | |

|  |  |
| --- | --- |
| **Position** | **Role** |
| **Project Sponsor** | * Oversees the project from a high level, usually at a senior-management level. Has ultimate authority and responsibility for the project. |
| **Responsibilities** | |
| * Creates the vision and defines the goals * Communicates the project’s goals throughout the organization * Resolves conflicts/removes obstacles * Makes key decisions within the project * Approves budget and changes * Takes inventory of project resources and ensures availability of resources * Approves all changes to the project scope * Provides additional funds for scope changes * Approves any major project deliverables | |
| **Reports to** | |
| N/A | |
| **Position** | **Role** |
| **Project Leader** | * Responsible for planning, organizing, managing, controlling, and communicating on all phases of a project. Accountable for the project results and ensures that projects are given sufficient resources while managing relationships with contributors and stakeholders. |

|  |  |
| --- | --- |
| **Responsibilities** | |
| * Oversees the day-to-day details of the project * Creates and manages components of the project plan * Determines the methodology used on the project * Creates a project schedule and determines each phase * Recruits project staff and leads team members through each phase * Assigns/delegates tasks to key team members * Oversees the project team to keep everyone on task, mitigate problems, and ensure everyone understands their individual role within the greater project * Communicates progress and project status to team members and senior management * Manages deliverables according to the plan: scope, time and budget | |
| **Reports to** | |
| * Project Sponsor | |
| **Position** | **Role** |
| **Project Team Members** | * Individuals who actively work on one or more phases of the project. * (Specify if internal/external and full-time/part-time) |
| **Responsibilities** | |
| * A project team member could be an external consultant or an internal employee. They can also be both full-time or part-time depending on the unique demands of the project. * Solve project objectives * Complete tasks in areas of expertise * Deliver project responsibilities within deadlines * Communicate with project lead on roadblocks * Contribute to overall project objectives * Complete individual deliverables * Provide expertise * Work with users to establish and meet business needs * Document progress, setbacks, and new processes | |
| **Reports to** | |
| * Project Leader | |