**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.

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**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**

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

**TEMPLATE**

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

**EXAMPLE (POPULATED TEMPLATE)**

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| **Role** | **Responsibilities** | **Reports to** |
| **Project Sponsor**   * Oversees the project from a high level, usually at a senior- management level. | * 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 | **N/A** |
| **Project Leader**   * Responsible for all phases of a project. Accountable for the project results within time and budget constrains. Manages relationships with contributors and stakeholders. | * 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 | Project Sponsor |
| **Project Team Members**   * Individuals who actively work on one or more phases of the project. * (Specify if internal/external and full-time/part-time) | * 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 | Project Sponsor |
| **Analyst**   * Ensures that tools are in place for the project to keep moving forward efficiently. | * Assists in defining the project * Gathers requirements from business units or users * Documents technical and business requirements * Defines needs and recommends solutions to ensure that the project’s objectives solve existing problems or enhance performance and add value to the organization * Verifies that project deliverables meet the requirements * Tests solutions to validate objectives | Project Leader |
| **Other Committees**   * (Common in multi-disciplinary teams) | * **Steering Committee (Senior Management) -** This committee serves as a support for the project and solves problems in which the project manager may need some assistance, helps steer a project in a different direction, and approves budget changes. * **Project Client (Customers) -** This committee can approve project plans, request changes, raise issues, approve timelines, and approve project benchmarks. * **Project Management Office (Staff/Employees) -** This committee looks at the project management structure within your organization. Their tasks include sharing project resources, tools, techniques, and successful case studies to strengthen all future projects. | Project Leader |