|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |  | | |
| Commence: |  | Due: |  |
| Project Manager: |  | | |

1. ROLE

<Job title and a high level summary of what they will be required to do.>

1. LOCATION

<Where will this job be performed? Multiple locations may be relevant.>

1. REMUNERATION

<How much will they be paid, and on what terms? Additional benefits such as leave allowances should also be documented here.>

1. RESPONSIBILITIES

<What tasks will they engage with over the life of the project?>

| WBS index | Task name | Responsibility |
| --- | --- | --- |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |
|  |  | * Responsible * Accountable * Consult * Inform |

1. COMPETENCIES

| Skills required | Competence | Training need(s) |
| --- | --- | --- |
|  | * Willing * Able |  |
|  | * Willing * Able |  |
|  | * Willing * Able |  |
|  | * Willing * Able |  |
|  | * Willing * Able |  |

1. DELEGATED AUTHORITY

<What project decisions is this person allowed to make?>

1. ACCOUNTABILITY

<Who does this person report to? Who reports to them? You can illustrate these relationships in an **organsational chart**.>

SIGNATURE Name & Title

|  |  |  |
| --- | --- | --- |
| This template is provided free of charge by the Institute of Project Management under a GNU General Public License. | | |
| [By downloading and using this resource, you accept its terms and conditions of use.](http://www.gnu.org/licenses/) |  |  |
| In short, you can redistribute and/or modify this template to your heart’s content, but without any warranty (real or implied) about its merchantability or fitness for a particular purpose. | | |
| This template is offered ‘as is’, and is not supported by a help desk. Please visit http://microsoft.com for editing tips and tricks. | | |
| [You can contact us to learn how this or other project management assets might be customised for your project or organisation.](http://ipm.edu.au/contact/) | | |