|  |  |
| --- | --- |
| 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
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|  |  | * Responsible
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* 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

|  |
| --- |
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