Project Planning: Member Responsibilities
Assign Responsibility for Project Tasks

Knowing who is responsible for what on your team is important to accomplishing your task. Assign responsibilities or roles to each team member, and then make sure as a group that everyone is doing what they should be, so you don't have two people working on the same thing. Try to make sure that all of the work is divided evenly, and that everyone always has something to do. Use the blank space on the page if you need more room to describe everyone's role. Make a copy for every team member, so you can all keep track of everyone's responsibilities.

Tasks to be Completed	Team Member(s) Responsible
Example: Maintain daily project log	All
1.	
2.	
3.	
4.	
5.	
6.	
7.	