Lee A. Tolbert
Community Academy

Responsibility Assignment Matrix (RAM)

Legend _____

Responsible (R) - These people are the “doers” of the work.They must complete the task or objective or make the decision. Several people can be jointly responsible.

Sponsor (S) - This person is the “owner” of the work. He or she must sign off or approve when the task, objective or decision is complete. This person must make sure that responsibilities are assigned in the matrix for all related activities. There is only one person accountable, which means that “the buck stops there.”

Informed (I) - These people need to be kept “in the picture.” They need updates on progress or decision, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

	Resources							
Tasks								