

# Project Team Roles and Responsibilities Template

Project team member roles and responsibilities are vital to your projects' success. If you're unsure what team members you'll need for a project, this template will guide you through staffing your project appropriately.

## Step 1: Write your objectives

Before you can build your team, write down your main project goals. Remember these should be S.M.A.R.T (specific, measurable, achievable, realistic, and timely). Also, make sure these objectives include key performance indicators so you can determine the success of your project. Think in terms of budget, quality, and deadline.

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## Step 2: Identify your audiences

Next, you'll want to create a list of all the people who your project will help. Identifying your audiences will strengthen your project vision and help you create a team.

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## Step 3: Determine tasks

Once you have your objectives and audiences written down, it's time to identify the tasks to complete your project. This can seem overwhelming, but the best way to do this is with a mind map. Start with your objectives and audiences on a large piece of white paper and write all tasks from there that need to be accomplished to meet the needs of the audiences and the objectives at hand. You should make this a creative brainstorming session and involve others that may help shape your project.

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## Step 4: Create a project timeline

Now you want to bring order to your thoughts. Organize your thoughts into a timeline. This will help determine what needs to be done and in what order so you can stay on deadline.

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## Step 5: Fill in your team

Finally, you'll want to staff your team. Take a look at your timeline of tasks and see who could take on each task. One person may take on more than one task. Also, remember to look at the order of tasks. It may be necessary to start some team members on your project before others. And, if you can't find an employee to do some tasks, make sure you have time to hire and interview contractors before your project begins.

Once you have your team determined, use this template so they know what their responsibilities are within the project. And once you are done, share everyone's role with each other. That way there are no gaps in communication and you have an overall view of staffing gaps within your plan.