**Responsibility Assignment Matrix (RAM)**

A Responsibility Assignment Matrix (RAM) uses the Work Breakdown Structure (WBS) and the organizational structure to link deliverables and/or activities to resources. The RAM provides a realistic picture of the resources needed and can identify if you have enough resources for the project. Additionally, it clearly shows who is responsible for what; if it is associated with the schedule it can identify when the deliverable is needed. By creating a RAM; deliverables are assigned a responsible party, who will review or add input and the appropriate approval authority is identified.

The RAM can be as simple as placing a check mark in a matrix to assign the deliverables or activities.

Identify Office, Role, or Person i.e. Utilities Office, Utilities Coordinator, or persons name

Use the WBS to identify deliverables and activities.

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable: | Office, Role or person | Office, Role or person | Office, Role or person |
| Enviro. Permits |  |  |  |
| Traffic Report |  |  |  |
| Utility Locates |  |  |  |
| Intersection Design |  |  |  |

*Example #1*

Additionally, roles and assignments are identified by using a coding structure such as RACI or PARIS:

**RACI:**

**R**esponsible - owner, the person who owns the work. Each deliverable/activity must have an owner.

**A**pproval - the person who approves the deliverable or activity. There should only be one approver.

**C**onsulted - this person delivers information required to do the work.

**I**nformed - a person that needs to be informed of the progress of the work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable: | Project Manager  Mark Cross | Environmental Coordinator | Traffic Office Tammi Bailey | Utilities or Cindy Santos |
| Enviro. Permits | A | R |  |  |
| Traffic Report | A |  | R |  |
| Utility Locates | I |  | I | R |
| Intersection Design | A | C | R | C |

**RACI – R**esponsible, **A**pproval, **C**onsulted, **I**nformed

*Example #2*

**PARIS**

**P**articipant - involved but not at a critical level

**A**ccountable - must answer to management for the project task status

**R**eview needed or required

**I**nput needed or required

**S**ign Off Required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable: | Team Leader  Marcia Weeks | Environmental Office | Traffic Design  Frank Morelli | Utilities |
| Enviro. Permits | A | S |  |  |
| Traffic Report | A | R | A | R |
| Utility Locates | I | R | R | A |
| Intersection Design | A | R | S | R |

**PARIS** – **P**articipant, **A**ccountable, **R**eview, **I**nput, **S**ign off

*Example #3*

There are many possible variations to this coding structure; the project team may create unique codes that are more meaningful to the project.

Additional codes that may be used are:

**V**erifies - the person who ensures the work meets quality standards.

**F**inal Authority - the person who puts the final stamp on the completed work.