

**Collaborative Projects: Roles and responsibilities**

	<b>Responsible</b>	Those who do work to achieve the task		
	<b>Accountable</b>	Those who are ultimately accountable for completion of the task (only one per task)		
	<b>Consulted</b>	Those whose opinions are sought		
	<b>Informed</b>	Those that are kept up-to-date on progress; one way communication		
	<b>Task</b>	<b>SOPAG</b>	<b>ACG*</b>	<b>SPIG</b>
				<b>Local campus</b>
1	Set Project goals	Accountable	Responsible	Consulted
2	Select Participants for SWIG	Responsible Accountable		Consulted
3	Analyze readiness			Responsible Accountable
4	Develop project plan (systemwide)	Accountable	Consulted	Responsible Consulted
5	Develop project plan (local)			Consulted Accountable
6	Track Progress systemwide	Informed	Informed	Responsible Accountable Informed
7	Track Progress locally		Informed	Informed Responsible Accountable
8	Obtain Resources (systemwide)	Accountable		Responsible Responsible
9	Obtain Resources (local)			Responsible Accountable
10	Develop Policies	Accountable	Consulted	Responsible Consulted
11	Establish Priorities	Accountable	Consulted	Responsible Consulted
12	Develop Procedures		Consulted	Responsible Accountable Consulted
13	Develop Exit strategy	Accountable	Consulted	Responsible
14	Implement Exit Strategy	Accountable		Responsible
15	Advocate for project to UL's	Accountable	Responsible	Responsible
16	Advocate for project to SOPAG		Responsible	Accountable Responsible
17	Advocate for project to staff		Responsible	Accountable
18	Develop Training Plan			Responsible Accountable Responsible
19	Develop Communication plan		Consulted	Responsible Accountable Consulted
20	Communicate	Responsible	Responsible	Responsible Accountable Responsible
21	Assess progress (systemwide)	Accountable		Responsible Responsible
22	Assess progress (local)			Accountable Responsible
23	Identify Best Practices		Consulted	Responsible Accountable Consulted
24	Implement Best Practices			Responsible Accountable
	*There may be more than one ACG involved in a particular project			