

Collaborative Projects: Roles and responsibilities

	Responsible	Those who do work to achieve the task			
	Accountable	Those who are ultimately accountable for completion of the task (only one per task)			
	Consulted	Those whose opinions are sought			
	Informed	Those that are kept up-to-date on progress; one way communication			
	Task	SOPAG	ACG*	SPIG	Local campus
1	Set Project goals	Accountable	Responsible		Consulted
2	Select Participants for SWIG	Responsible Accountable			Consulted
3	Analyze readiness			Responsible	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				