


Dress for Success
Responsibility Assignment Matrix (RAM)

LEGEND  - Owner A - Approver (Owner doesn't necessarily do all the legwork, but is responsible for work, delegation and ensuring completion) Owner is to recruit necessary participants from PMCP Team to delegate for "owned" activities.	Internal Stakeholders					External Stakeholders	
	Katy	Tricia	Fan	Michelle	Jaya	Sunshine Elliott	DFS Staff
Project Planning Activities*							
Class Deliverables / Notebook Elements	means item is on the Google Group Site						
Organization Structure	★						A
Business Case	★						A
POS	★						A
Flexibility Matrix					★		
Change Management Plan & Change Requests		★					A
Roles & Responsibilities (RAM)		★					
Communication Plan <i>Needs Change Order & updating</i>				★			A
Feedback Plan	★						A
Project Plan <i>Needs Change Order & updating</i>					★		A
Life Cycle <i>Needs Updating based on updated phases per new schedule</i>		★					A
Work Breakdown Structure		★					A
Project Schedule			★				A
Resource Estimates				★			A
Project Controls			★				A
Problem Solving Planning	★						A
Risk Management Planning			★				A
Procurement Plan				★			A
Team Building Plan	★						
Project Closeout Plan					★		A
Phase 1 Research (Part 1)							
1.1 Research Business Need	★						A
1.2 Refine Requirements						★	A
Phase 2 Research (Part 2)							
2.1 Revalidate Organization's Needs				★			A
2.2 Refine Requirements		★					A
Phase 3 Design							
3.1 Design Floorplan		★					A
Phase 4 Change Over							
4.1 Create Change-over plan						★ A	A
4.2 Prepare Change-Over Event			★				
4.3 Conduct Change-Over event						★	
Phase 5 Close-Out							
5.1 Send Thank you note to Volunteers and Donors					★		
5.2 Review Lessons Learned					★		
Total Deliverables per Team Member	6	6	4	4	5		

NOTES

- * (1.1) Research Business Need subtasks include:
 Meet with DFS Director & Program Admin **KATY & TRICIA**
 Tour facility **KATY & TRICIA**
 Gather initial requirements / write POS **KATY**
 Get approval for POS **KATY**
- * (1.2) Refine Requirements subtasks include:
 Interview DFS Staff and Volunteers to identify pain points **SUNSHINE**
 Measure DFS Space **SUNSHINE**
 Identify and list available materials **SUNSHINE**
- * (2.1) Revalidate Organization's Needs subtasks include:
 Meet with DFS Acting Director to revalidate business needs **SUNSHINE & TRICIA**
 Re-interview Volunteers dressers to determine business requirements **SUNSHINE**
- * (2.2) Refine Requirements subtasks include:
 Update POS based on new information **TRICIA**
 Get approval for updated POS **TRICIA**
- * (3.1) Design Floor Plan subtasks include:
 Create Visio diagram of existing DFS floor plan **KATY**
 Design two (2) alternate floor plans **TRICIA & JAYA**
 Present alternatives to DFS **TRICIA & SUNSHINE**
 Get approval of one (1) floor plan **TRICIA**
- * (4.1) Change-over plan should include:
 Identify scope of work **SUNSHINE**
 Develop briefing check-list ??????
 List of materials needed (shelves, curtains, etc.) **TRICIA / JAYA**
 List of tools needed (hammers, screw-drivers, mollybolts, etc.) **SUNSHINE**
 Determine the number of volunteers and shifts needed **SUNSHINE**
 Determine the type and amount of refreshments needed **MICHELLE**
 Schedule PMCP Shift leads **SUNSHINE**
 Determine work-flow for change-over event **SUNSHINE**

- * (4.2) Prepare Change-Over Event subtasks should include:
 Recruit and schedule volunteers **FAN - Tricia, Sunshine, Katy helping with pieces**
 Secure Donations **SUNSHINE**
 Solicit / Identify refreshment donations (and donor) **FAN - Other team members helping**
 Solicit / Identify materials donations (and donor) **SUNSHINE**
 Collect materials donations ??????
 Collect refreshments donations ??????
- * (4.3) Conduct Change-Over Event subtasks should include:
 Coordination of on-site volunteers **SUNSHINE**
 Brief volunteers on change-over process **SUNSHINE**
 Monitor / control volunteer progress / answer questions ??????
- * (5.1) Send Thank You Notes subtasks should include:
 Purchase/make, sign, stuff, stamp & mail ??????
- * (5.2) Review Lessons Learned subtasks should include:
 Determine date / location
 Solicit & Identify facilitator
 Invite all stakeholders to give feedback
 Hold Lessons Learned meeting
 Delivery of Work Package to Sunshine

* UW PMCP Instructors are Reviewers for all Project Planning Activities (Class Deliverables)

**Other External Stakeholders are Informed on all necessary activities:
 DFS Volunteers, UW PMCP Instructors, SU Professor