

DRAFT - Role Map – Job Aid

What is the purpose of a role map?

A completed role map documents and communicates each team member's individual accountability and responsibility to a project team. The role map identifies the:

- Primary individuals necessary to complete a project
- Responsibilities for each role
- Relationships among roles
- Time commitment required for each role to successfully complete the project.

The role map is created early in the project during the Planning phase. The project managers, who have a clear understanding of the project plan, should develop it. Role map development is usually a 1-2 hour discussion depending on the size and scope of the project. Once completed, the role map is discussed with the project team to establish accountability and responsibility among all its members.

How to use the role map template:

1. Role categories
 - A grouping of roles and the relationships between those roles that are necessary to perform a business process, such as Leadership, Project Team, or Support
2. Roles
 - Ideally, a task within a business process is performed by a single role; however, a role can perform multiple tasks
3. Responsibilities
 - For each role, this states the purpose of the role within the project, the key responsibilities, and activities associated with the role
 - Also lists any critical characteristics necessary to perform the role
4. Time commitment
 - This could be a percentage of time over months or measured in hours varying by the project and level of detail desired
5. Who/How many
 - If individuals are not identified, consider how many people will be needed for each role to complete the project