

## DRAFT - Role Map Template

	Role	Responsibilities	Time Commitment	Who/How Many
<b>Leadership</b>	Project Sponsor	<ul style="list-style-type: none"> <li>Set strategic direction</li> <li>Funding control</li> <li>Approve recommendations</li> </ul>		
	Project Manager	<ul style="list-style-type: none"> <li>Oversee project and monitor team work</li> <li>Review/approve recommendations and task order</li> </ul>		
<b>Project Team</b>	Team Lead	<ul style="list-style-type: none"> <li>Establish and support team</li> <li>Assist in planning, designing, building, and assessing</li> <li>Control work through each phase</li> <li>Review deliverables</li> </ul>		
	Development Team	<ul style="list-style-type: none"> <li>Assist in planning, designing, building, and assessing the trainer/training materials and help/support processes</li> </ul>		
	Instructional Designer	<ul style="list-style-type: none"> <li>Assist in designing and building the trainer/training materials and help/support processes</li> </ul>		
	Trainers	<ul style="list-style-type: none"> <li>Assist in delivering and assessing the trainer/training materials and help/support processes</li> </ul>		
<b>SME</b>	SME	<ul style="list-style-type: none"> <li>Provide content to project team</li> <li>Review materials</li> </ul>		
	Target User	<ul style="list-style-type: none"> <li>Participate in usability/pilot tests</li> <li>Attend and evaluate training</li> </ul>		
<b>Support</b>	COTR	<ul style="list-style-type: none"> <li>Provide budget information</li> <li>Create, review, and award task order</li> </ul>		
	SME Support	<ul style="list-style-type: none"> <li>Manage SME involvement</li> </ul>		
	Communications	<ul style="list-style-type: none"> <li>Create &amp; deliver communication plan</li> <li>Conduct ongoing communications</li> </ul>		
	Logistics Coordinator	<ul style="list-style-type: none"> <li>Plan and execute logistics strategy</li> <li>Provide support for training schedule, selections of trainers, and sites</li> </ul>		
	Technical Advisor	<ul style="list-style-type: none"> <li>Provide technical requirements</li> </ul>		

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