

## Role Map Template

	Role	Responsibilities	Time Commitment	Who/How Many
Leadership	Project Sponsor	<ul style="list-style-type: none"> <li>Set strategic direction</li> <li>Control funding</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>		
Project Team	Team Lead	<ul style="list-style-type: none"> <li>Establish and support team</li> <li>Assist in planning, designing, building, delivering, and assessing</li> <li>Monitor work</li> <li>Review deliverables</li> </ul>		
	Development Team	<ul style="list-style-type: none"> <li>Assist in planning, designing, building, and assessing the training course</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>		
SME	Subject Matter Expert (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 dry run/pilot tests</li> <li>Attend and evaluate training</li> </ul>		
Support	Finance Lead	<ul style="list-style-type: none"> <li>Provide baseline budget for course</li> <li>Monitor projected training costs</li> <li>Collect and analyze actual training cost data</li> </ul>		
	COR	<ul style="list-style-type: none"> <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> <li>Advertise training</li> </ul>		

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<b>Support</b>	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> <li>Print &amp; ship training materials</li> </ul>		
	Technical Advisor	<ul style="list-style-type: none"> <li>Provide technical requirements</li> </ul>		
	Graphics Designer	<ul style="list-style-type: none"> <li>Create graphics</li> <li>Develop performance support materials</li> </ul>		
	Media Coordinator	<ul style="list-style-type: none"> <li>Review &amp; revise scripts, blocking and production schedule</li> <li>Create media</li> <li>Create video</li> </ul>		
	Maintenance	<ul style="list-style-type: none"> <li>Manages ongoing maintenance of network and systems</li> </ul>		
	Content Support	<ul style="list-style-type: none"> <li>Tracks content related errors</li> </ul>		