

## ROLES AND RESPONSIBILITIES MATRIX

**Directions:** For the key processes listed below, please add the initials of the people you feel are the process decision-makers, managers, back-ups and those involved.

<p><b>The Process Decision-Maker:</b> This is the person who makes decisions about operating or changing the entire process. The decision-maker determines priorities and scope of responsibilities for the process manager.</p>	<p><b>The Process Manager:</b> Person responsible for operating or doing the task(s) on a regular basis. The process manager answers questions about what do to regarding a specific process or task.</p>
<p><b>Back-Up:</b> This is the person who operates the process when the process manager is away temporarily. The backup is trained in and familiar with the process.</p>	<p><b>Involved:</b> This includes people who give input to the process, use the output, or are otherwise impacted by the process and its results. These are people who should be involved in some way when the process is changed.</p>

*Note: For some processes, the process manager and decision-maker are the same person.*

	Process	Decision Maker	Process Manager	Backup	Involved
1.					
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3.					
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