

Responsibility Matrix						
Stakeholders		Changes in Scope	Project Plan	Project Budget	Plan Testing Schedule	
Sponsor	(names go here)	A		A		
Contingency Planning Coordinator		P	A	P	A	
Assistant CPC			P	R		
Security Manager						
Facilities Manager						
Purchasing Manager						
Controller				A		
Data Processing Manager					R	
Telephone Systems Manager					R	
A = Approve P = Propose R = Review						

Form 1-3 – Sample Responsibility Matrix