

Excerpt from...

The PM Minimalist Mentor: Scripted Coaching Tools to Guide Project Team Meetings

Suggested Participants/Roles in Discussion & Planning Sessions					
RESPONSIBILITY/ACCOUNTABILITY MATRIX					
PM Minimalist “Nuts & Bolts” Step	Person →	Project Manager or Team Leader	Core Team Members (Creators of Deliverables)	Sponsor or Customer	Any and all interested stakeholders
Step 1: Define the project concept, then get support and approval.		A	P,S	P	I
Step 2: Get your team together and start the project.		A	P	(P)	I
Step 3: Figure out exactly what the finished work products will be.		A	P	(P), S	P
Step 4: Figure out what you need to do to complete the work products. (Identify tasks and phases.)		A	P	(P), S	P
Step 5: Estimate time, effort, and resources.		A	P	(P), S	I or (P)
Step 6: Build a schedule.		A	I	(I), S	
Step 7: Estimate the costs.		A	I	(I), S	
Step 8: Keep the project moving.		A	(P)	(I), S	(I), S
Step 9: Handle scope changes.		A	(P)	P, S	(I)
Step 10: Close out phases, close out the project.		A		I, S	
<p><i>P = Participate A = Accountable R = Review I = Input Required S = Sign-off Required</i> <i>(any initial in parentheses) = optional level of engagement in that role</i></p>					