



PLEASE NOTE: You will need to create a copy of this template before editing. To do so, click on “File” --> “Make a Copy”.

Roles and Responsibilities: [Project Title]

Project Leads: [Name]

Overview

This document guides your discussion and assignment of roles and specific responsibilities within your team. It will also help address gaps.

Part 1: A Roles and Responsibilities

Which roles can your team fill and what responsibilities can your team members take on? You can browse the [chapter: Roles and Responsibilities](#) in the Rebus Publishing Guide for a complete list with detailed task descriptions. [Note that you can add as many rows as needed]

Role	Who	Responsibilities

Part 1: B Questions to consider

Please also consider the following questions as part of your discussion:

- *How will you delineate workload and ensure expectations are clearly communicated?*
- *What are some initial strategies you would like to use to help build productive working relationships between the members of your team?*
- *How can we make the roles and expectations for (new) team members clear?*
- *What methods will we use to communicate effectively?*
- *How will we address setbacks in the process?*
- *What methods will we use to keep our team engaged throughout the project?*





Part 2: A Identifying Gaps

<i>What are the gaps in expertise or experience on your current team?</i>	
<i>In what areas might it be helpful to recruit additional collaborators? Consider administrative tasks, content authoring, editing, graphic design, etc.</i>	

Part 2: B Onboarding Plan for New Collaborators

Discuss how you plan to onboard your new team members with regards to:

- Memorandum of Understanding
- Introduction to project
- Overview of process
- Access to tools and platform
- Communication styles and channels
- Roles and responsibilities
- etc

Part 2: C Writing a Role Description

Please post your role description below. Note to describe clearly:

- project
- responsibilities
- timeframe
- motivation
- compensation, reward, recognition
- requirements

