

# PROJECT TEAM ROLES & RESPONSIBILITIES TEMPLATE

This example is based on the Mentoring Program project used throughout the Project Management website and handbook.

| Team Member         | Role/Title          | Responsibilities  |
|---------------------|---------------------|---|
| Program Coordinator | Project Manager     | Oversees all aspects, ensures deliverables, communicates with sponsor |
| Faculty Mentors     | Subject Experts     | Provide mentorship, attend training, support mentees                  |
| Student Leaders     | Outreach Assistants | Recruit participants, promote program, peer support                   |
| Admin Staff         | Logistics Support   | Reserve rooms, handle scheduling, manage event logistics              |
| Evaluation Team     | Assessment Leads    | Collect surveys, analyze data, prepare evaluation report              |