Office Green

R - Responsible	Completes the deliverable or task.
A - Accountable	Makes final decisions and signs off on task completion. Only 1 per task.
C - Consulted	An advisor, stakeholder, or subject matter expert who offers guidance before an action is taken.
I - Informed	Kept up to date on decisions made.

Plant Pals Landing Page	Web Manager	Graphic Designer	Web Developer	Quality Assurance Tester	Content Writer	Web Designer
PHASE 2						
Task/Deliverable						
1. Design a landing page for Plant Pals	A	C	I	I	I	R
2. Create landing page mockup	A	C	C	I	C	R
3. Design image assets	I	R	I	I	I	A
4. Write content	A	I	I	I	R	I
5. Code landing page	A	I	R	I	I	I
6. Test landing page	A	I	C	R	I	I

Note: In this exemplar, all roles that are not Responsible, Accountable, or Consulted for certain tasks are marked as Informed. You may not need to keep all of these roles Informed about every task, so your answers may vary for Informed individuals.