

## **Responsibility Charting**

### Decisions

#### PROCESS

- List all major responsibilities on the left side of a chart. List the names of team members and other people related to the responsibilities along the top.
- Review all responsibilities and code R to mean responsible for the task, A to indicate who must authorize decisions, S to indicate members providing support, and I for those who must stay informed.

#### ALTERNATIVES

- Do this work with a subcommittee to reduce full-group meeting time on this task.

#### TIPS

- This can become cumbersome to complete with a full group.