# Roles and Responsibilities

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| **LEGEND**  R = Responsible: Does the work to complete the task  A = Accountable: Delegates work; is the last one to review the task before completed  C = Consult: Provides input based on their domain of expertise  I – Inform: Needs to be kept in the loop on progress | | Organizational Change Manager | Communications Consultant | Project Manager | Sponsor | Project Team |  |  |  |  |  |
| **Focus** | **Activity** | | | | | | | | | | |
| Communications | Identify Stakeholders | A/R | A/R | C | C | C |  |  |  |  |  |
| Develop Communication Plan | C | A/R | C | I | I |  |  |  |  |  |
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| Engagement | Town Hall Presentation | A/R | C | C |  | I |  |  |  |  |  |
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