# Team roles — template

Use this document to help work out the responsibilities of each member of your team.

Team members may have many different roles, depending on the number of smaller tasks needed within a project. Some tasks will be creative or technical, others may focus on research or group organisation and administration.

* Put the names of each team member in the first column.
* Name the main parts of the project across the first row. It’s a good idea to include general project roles, so this already included.
* Fill in the other boxes with details of what each person will be doing at a particular part of the work.
* You might need additional rows and columns.
* Share this document with your team using Office 365 or Google Apps.
* You will probably need to revisit and change the team roles as you move through the project.

| Team member | Project roles |  |  |  |
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