# Team roles template

Use this document to help work out the roles and 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. Some tasks will only be identified and assigned during the project.

* Store this document in the teams shared work space.
* Put the names of each team member in the first column.
* Name the main parts of the project across the top row.   
  It’s a good idea to include general project roles, so this is already included.
* Fill in other cells with the responsibilities that each person will have during a each stage of the project.Some roles you will only be able to assign after deciding on your presentation.
* Add more rows and columns (or change the page to ‘landscape’) if needed.
* Update the document when team roles change or new ones are added during the project.
* Keep track of whatever should be doing by reviewing the document.

| Team member | Project roles |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |