**Template 1: Responsibility Schedule** 

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| **Activities or milestones** | **Initials of the people involved** |
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Note the people involved in the project in the top row, project participants, steering committee members and reference group members etc. Note how each individual should be involved: R = Responsible. P = Performs. I = Informed. A = Approves. C = Must be consulted.

**Template 2: Responsibility Schedule** 

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| **Main areas of the project** | **Initials of the people involved** |
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| Project objectives |  |  |  |  |  |  |  |  |  |  |  |  |
| Project plan |  |  |  |  |  |  |  |  |  |  |  |  |
| Project budget |  |  |  |  |  |  |  |  |  |  |  |  |
| Milestones |  |  |  |  |  |  |  |  |  |  |  |  |
| Preparation for SC meetings |  |  |  |  |  |  |  |  |  |  |  |  |
| Steering committee meetings |  |  |  |  |  |  |  |  |  |  |  |  |
| Minutes from SC meetings |  |  |  |  |  |  |  |  |  |  |  |  |
| Preparation for hearings |  |  |  |  |  |  |  |  |  |  |  |  |
| Hearings |  |  |  |  |  |  |  |  |  |  |  |  |
| Minutes of hearings |  |  |  |  |  |  |  |  |  |  |  |  |
| Risk management |  |  |  |  |  |  |  |  |  |  |  |  |
| Communication plan |  |  |  |  |  |  |  |  |  |  |  |  |
| Stakeholder Management |  |  |  |  |  |  |  |  |  |  |  |  |
| Change request |  |  |  |  |  |  |  |  |  |  |  |  |
| Change management |  |  |  |  |  |  |  |  |  |  |  |  |
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Note the people involved in the project in the top row, project participants, steering committee members and reference group members etc. Note how each individual should be involved: R = Responsible. P = Performs. I = Informed. A = Approves. C = Must be consulted.