# Team Roles and Responsibilities

*This document outlines the key roles and responsibilities of each team member involved in the project* ***{projectName}****. Clarifying these expectations helps ensure smooth collaboration, accountability, and successful project execution.*

## Project Overview

**Project Name:** {projectName}  
**Project Manager:** {projectManager}  
**Start Date:** {startDate}  
**Expected Completion Date:** {endDate}

## Team Members and Their Roles

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
| {#teamMembers}{name} | {role} | {responsibilities}{/teamMembers} |

## Responsibility Breakdown

{#responsibilitySections}

### {sectionTitle}

* **{task}**: {assignedTo}

{/responsibilitySections}

## Accountability & Communication

* **Reporting Frequency:** {reportingFrequency}
* **Communication Channels:** {communicationChannels}
* **Escalation Process:** {escalationProcess}

## Approval & Sign-off

The roles and responsibilities as defined above have been reviewed and agreed upon by the team members.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** |
| {#signatures}{name} | {role} | {signature} | {date}{/signatures} |