

CLARIFYING ROLES & RESPONSIBILITIES

Helping team members clearly understand their roles and responsibilities within the team.

THE VALUE OF THIS TOOL



Eliminates confusion: Clear job descriptions do not always solve confusion over roles and responsibilities.



Reduces conflict: Misunderstandings about accountability and decision-making authority can cause delegation issues and team conflicts.



Improves efficiency: Clear roles save time for leaders and help the team function smoothly.

USE THIS TOOL WHEN

1

There is **confusion about roles** and responsibilities within the team or project

2

The **leader needs to delegate** to free up capacity.

3

Roles and responsibilities need **re-allocation**.

4

When decision-making authority is **unclear**.

THE ROLES

Decider: Decision-making authority, liable for the task

Champion: Champions the task and drives it forward

Doer: Completes the work

Consulter: Provides necessary input (often expertise)

Informed: Kept in the loop but not involved in every detail

THE PROCESS

STEP 1

Clarify the **Champion** and the **Decider**

- Has drive, passion & time
- Strong team relationships
- Drives process to completion
- Often does QA

- Has decision-making authority
- Liable if something goes wrong
- Carries the most risk
- Big picture thinker

STEP 2

Clarify the **Doer**, the **Consulter**, and the **Informed**

More than one person can be assigned to each of these roles.

Not all tasks require a Consulter or an Informed person, but clarifying these roles helps ensure everyone knows who to involve and keep informed.

STEP 3

Reallocate roles and responsibilities if necessary