

Project Responsibility Matrix

Project Manager Responsibility

Project Requestor Responsibility

X	Project Request Submittal	X
	Budget Estimate	
	Budget Approval Submittal	X
	Key Requests	X
	Report removal/relocation of items to Asset Management	X
X	Obtain Competitive Quotes	
X	Award Bidders	
X	PO Submittal to Vendor/Contractor	
X	Oversee Project	
X	Submit Payments	
X	Punchlist Work Completed	X
X	Communicate Punchlist Items to Contractor	
	Address Change	X
	Relocate Computers, Printers, etc	X
X	Reconcile Project Budget	
	Sign Acknowledgement of Project Completion	X
X	Closeout Project	