PROJECT NAME: ________________________________
DATE: ____________________

For each Project - each Person plays a different role
Be clear up front - who is in each role?

Director (usually LAH or KG)
seeks funding, promotes results, updated monthly by PI,
is invited to routine team meetings, represents the work externally

PI / Project Manager: ________________, ____________
write technical proposal, sets timeline and work plan
oversees overall project and has ultimate responsibility
holds routine meetings, sets actions/deliverables for next meeting

Technical Expert / Advisor: ________________, ____________
attends routine meetings with project manager and analyst
Not separately required if manager or analyst has complete expertise
Does no work beyond the routine meeting

Data Management ________________
ensures TRC data policy and server
processes are followed (must be TRC
team member)

Analyst/Staff: ________________, ____________
conducts work, prepares materials, gathers info
may write report, may supervise students
conducts analysis, modeling or data collection

Students (varies):

Other Resource People
Experts who do not attend routine meetings