

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