Project Roles

Dividing up the work means that nobody carries the whole load and gives everyone an important part to play in the project. Your team can determine which roles are needed for your project, as well as any other roles that would be useful. Sometimes, team members might need to take on multiple roles. Over the course of the project, give every role a try, even those that feel challenging.

Here is a list of typical project roles, and feel free to add additional roles your project might need:

- **Project Manager**—communicates with client, updates schedule, gives status reports, assesses risk, creates budget, makes sure the team is on task

- **Researcher**—reads articles, learns history of the project, summarizes the research

- **Note Taker**—takes notes during meetings, lists team decisions

- **Designer**—responsible for the design of the product; creates sketches and materials list

- **Builder**—creates prototypes, incorporates feedback from testing into new versions

- **Tester**—tests prototypes, gathers information to help redesign

- **Presenter**—creates presentation; presents to client, stakeholders, and community

Project Roles

Activity/Role	Person				