



Project Area of Responsibility Matrix

The shepherding of the campus development program requires a clear sequential path of duties and responsibilities of all the individuals and organizations involved in the process in order to avoid duplication of efforts or required tasks not being performed. There are many tasks to be performed in this process. The identification of these tasks and the corresponding responsibility for each task is the primary goal of this matrix.

The structure and format of the matrix is outlined below and on the following page.

OVERALL STRUCTURE

The matrix is set up in five (5) major processes of campus development, with the overall aim of providing a suitable structure to perform a

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Each task within each of the five processes requires that specific types of Action be performed in order to complete the task successfully.

The primary responsibilities or roles shown on the matrix are:

L = The individual department with director LEAD responsibility for owning or performing the task

S = The individual department required to SUPPORT the Lead in carrying out the specific task

A = The individual department responsible for APPROVAL of documents created or actions performed within the task

I = The individual department to be INFORMED or kept updated on the status of the action or task

# TENNESSEE TECHNOLOGICAL UNIVERSITY DEVELOPMENT PROGRAM

## ORGANIZATIONS INVOLVED, JOB FUNCTIONS, AND TITLES (matrix top header)

Four (4) primary organizations are included, with further functions or positions identified as needed within each of the four.

Assignment of key responsibilities and roles can be found by intersecting the selected task within a given process (moving horizontally right) with the specific position or function within each of these four primary organizations (moving vertically down):

### THEG - Tennessee Higher Education Commission

Fiscal Staff  
Facilities Staff  
Executive Director  
Full Commission

### TTU - Tennessee Technological University

Board of Trustees		Board of Trustees TTU	
President/Vice President	r	President/Vice President of TTU as appropriate	
Legal Counsel		Legal Counsel TTU	r
Planning & Finance	r	Planning & Finance TTU	
Stakeholders/Users		Program personnel/department head, others assigned to represent their interest during the project	
Dir. Capital Projects	r	Director of Capital Projects and Planning	r