

Roles & Responsibilities Matrix



Instructions:

- 1) Review matrix and customize for your needs.
- 2) Fill out the form based on team members who can best contribute to each section.
- 3) Reconcile deadlines with overall work plan.

<i>Business Plan Section</i>	<i>Time Frame</i>	<i>Deadline</i>	<i>Owner</i>	<i>Contributor #1</i>	<i>Contributor #2</i>	<i>Contributor #3</i>	<i>Final Review</i>
1.0 Executive Summary							
2.0 Venture Description & Goals							
3.0 Industry & Customer Analysis							
4.0 Competitive Analysis							
5.0 Marketing & Sales Strategy							
6.0 Operations							
7.0 Organization & Management							
8.0 Financials							
9.0 Risk Mitigation							
10.0 Appendices							