



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 and logical framework for identifying key tasks:

1. Institution Planning
2. Budget Request
3. Acquisition/Disposal of Real Property
4. State Building Commission
5. Design and Construction

RESPONSIBILITIES (ROLES OR ACTIONS TO PERFORM)

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 or department with direct or **LEAD responsibility** for “owning” or performing the task

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

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

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



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):

THEC – 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** - President/Vice President of TTU as appropriate
- Legal Counsel** - Legal Counsel - TTU
- Planning & Finance** - Planning & Finance - TTU
- Stakeholders/Users** - Program personnel/department head, others assigned to represent their interest during the project
- Dir. Capital Projects** - Director of Capital Projects and Planning – TTU CPP
- Project Design Mgr.** - Project Design Manager – TTU CPP
- Const. Admin.** - Construction Administrator – TTU CPP
- Bidding & Contracts** - Bid Coordinator – TTU CPP
- Facilities Services** - Operations and maintenance personnel for TTU
- PFI – PFS and Archives** - Bid Coordinator and CAD Drafter – TTU CPP

SVC - Service Providers

- Designer** - Designer; e.g., Architect or Engineer of record, including all support disciplines
- Contractor** - Contractor

State-Wide - Organizations involved directly or indirectly with the facilities development project

- State Building Com.** - State Building Commission / Executive Sub-Committee
- State Architect** - State Architect
- Dept. of Finance & Adm.** - State Department of Finance & Administration
- Dept. of General Serv.** - Department of General Services
- State Fire Marshal** - State Fire Marshal
- Regulatory** - Any governmental authority with provisions for document approval or other approval