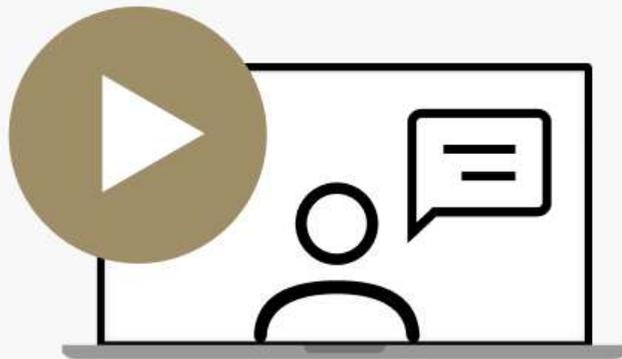


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LESSON 4 : How to Appoint

ISO 19650 Dream Team



*Detailed
Responsibility
Matrix*

Purpose of Detailed Responsibility Matrix

- 🎯 **Assign information management duties**
- 🎯 **Streamline task execution across teams**
- 🎯 **Facilitate contractual clarity**



A photograph of three business professionals in an office. On the left, a man with glasses and a blue denim shirt is looking towards the center. In the middle, a woman with long brown hair wearing a grey sweater over a white collared shirt is looking at a computer monitor. On the right, a man with a beard and a light blue button-down shirt is leaning over the desk, pointing at the monitor. The monitor is a silver all-in-one computer. The background is a bright, modern office with a white wall and a window. The overall tone is professional and collaborative.

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This is your Responsibility

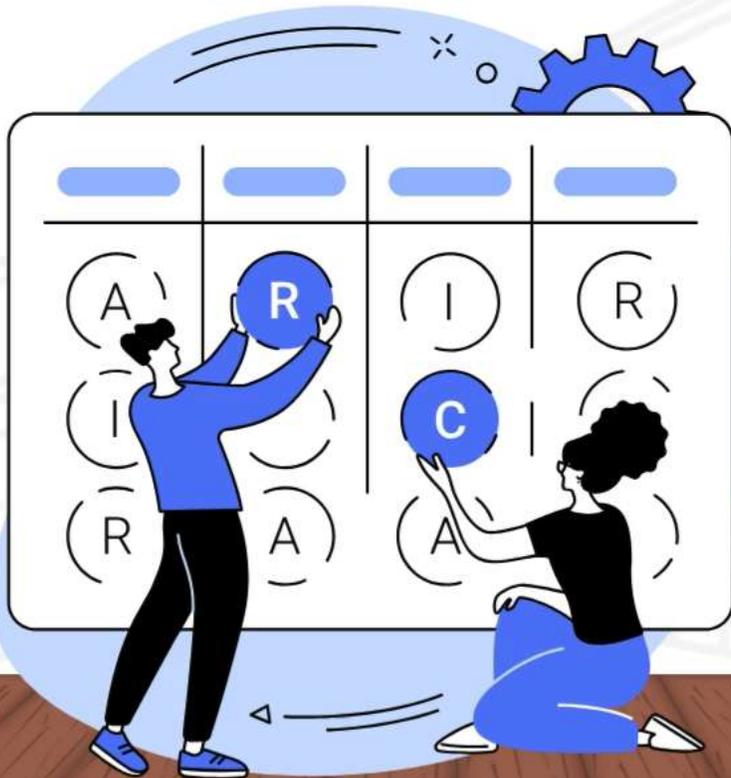
Challenges

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- ✗ Ensuring role clarity across stakeholders
- ✗ Balancing flexibility with structure

Creating a Detailed Responsibility Matrix

- ✓ Identify core responsibilities
- ✓ Define roles and assign accountability
- ✓ Integrate with other project documents
- ✓ Refine into a Detailed Matrix



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