



Responsibilities Matrix Template

Use this table to document the roles and responsibilities of individuals and entities involved in the system modeling process. For each responsibility, determine which entities are responsible, accountable, consulted, and informed.

- **Responsible:** Assigned to complete the task or deliverable.
- **Accountable:** Has final decision-making authority and accountability for completion. Only 1 per task.
- **Consulted:** An advisor, key partner, or subject matter expert who is consulted before a decision or action is taken.
- **Informed:** Must be informed after a decision or action is taken.

Responsibility	CoC	Facilitator	HMIS Staff/ Data Analyst	Planning Group	Workgroup	Leadership Group	[other]
Determine the scope and goals of the system modeling process, including target population							
Determine timeline for system modeling process							
Establish structure for the modeling process							
Selecting a facilitator							
Identify who needs to be a part of the process and conduct outreach to key partners, convene workgroup							



Responsibility	CoC	Facilitator	HMIS Staff/ Data Analyst	Planning Group	Workgroup	Leadership Group	[other]
Administrative support for workgroup, such as sending invitations, providing agendas, taking notes							
Provide compensation and accommodations for people with lived expertise that are participating in workgroup							
Ensure the system modeling process centers equity							
Orient the workgroup and other groups to the system modeling process							
Provide relevant data or information from other systems and institutions to inform the system modeling							
Engage in system modeling process and develop system model(s)							



Responsibility	CoC	Facilitator	HMIS Staff/ Data Analyst	Planning Group	Workgroup	Leadership Group	[other]
Provide communication to local funders to secure funding for the outcomes of the system model							
Establish opportunities for the community to provide feedback and secure broad buy-in							
Implement system modeling recommendations once completed							
[other]							
[other]							
[other]							