

2.2. ORGANIZATION OF THE DESIGN TEAM

2.2.1. Appointment of the design team manager

Responsibility and Communication

The responsibility of project participants is often summarized in a matrix format showing their expected actions. This is complemented by the communication matrix which aims at evidencing the communication channels necessary to conduct those actions. Figure below shows an example of a communication matrix for a building project of a public client. Symbols used in the figure have the following meaning:

O daily, ● weekly, ■ monthly, □ whenever necessary, ◆ informal, ❖ never

		Public Client			
		Project Manager	Team Member	Department Manager	Division Managers
Project Management Company	Reports to				
	Project Manager	O	❖	❖	❖
	Project Office	O	◆	◆	❖
	Team Member	❖	□	□	❖
	Department Manager	◆	◆	◆	❖
	Functional Employees	□	□	□	❖
	Division Managers	❖	❖	❖	◆
	Executive Management	◆	□	□	◆