1.13 Teacher Tool Box- Team Roles and Responsibilities

Teamwork is an essential component of the EPICS project with each member of the team having defined roles and responsibilities. This listing may be used to help define student roles with the EPICS classroom.

The **Team Design Leader** is responsible for the overall operation and effectiveness of the team and provides planning, direction, and guidance. He/she ensures that the project partner's needs are met by the efficient and timely completion of deliverables in a high quality manner. He/she is responsible for managing the team's resources, including documentation, SharePoint management, use of meeting and design time, people, and materials. This team member will need to have a good understanding of the EPICS design cycle and how the project is progressing. They are responsible for keeping the team on track and delegating responsibilities to the team. They are also responsible for reporting out the progress of the project to the Project Manager and Teacher.

The **Webmaster/ Project Archivist** Updating and maintaining the documents for the project. This could include creating and maintaining a web page of the project and documenting with sketches, data and pictures. The website contains the information on all the projects that are being undertaken by the team as well as information on all of the team members. Documentation for the projects needs to be posted as well as pictures of each team member. This team member is to assist other team members with additional needs of the project as directed by the Team Design Lead.

The **Material Lead/ Team Financial Officer** is responsible for Updating and maintaining the documents for the project. This could include creating and maintaining a web page of the project. This student is also responsible for updating and working with the Financial Officer to create and maintain the budget for the project and secure materials.

The **Project Partner Liaison** oversees and manages all communication between the team and the project partner and other stakeholders. She/he ensures that the project partner is kept informed on a regular basis of the progress of the team and that relevant team documentation is delivered to the project partner for observation or comment. The PPL communicates in two directions: she/he keeps the team updated on any project partner or other stakeholder concerns and also communicates updates from the team regarding changes to workflow, design, or progress.

EPICS/HIGH

The **Project Manager** is responsible for making sure that the team is documenting the work being done throughout the semester. More directly, the project manager takes a big picture approach of the design constraints, decision making processes, and design implementations to ensure smooth transitions of the project to future team members, teachers, EPIC administrators and project partners. As the project manager the student will ensure that the team's design document captures the challenges the team faced, the decisions made and the actions that resulted in enough depth that someone outside of the team could understand and use of the work that has been done. Most importantly, the Project Manager should not only capture WHAT was done by the team, but also the reasoning behind WHY it was done.

The **Financial Officer** is responsible for developing and managing the team's budget. This person will collect the budget information from all of the project teams and compile this information using the EPICS budget form, then submit the proposed budget to the EPICS teacher for approval. This person will be responsible for making any changes to the budget required by the administration or the demands of the project and to keep track of the purchases made by the team throughout the semester. Before any purchases can be made for the team, the budget must be approved, so this role is vital to the functioning of the team.