Responsibility Matrix Report

Who is responsible, accountable, consulted and informed for every task.



R RESPONSIBLE A ACCOUNTABLE C CONSULTED I INFORMED

Sample Project

Client: Urban City

PREPARED & SUBMITTED BY

SP Consultant

in Joint Venture with USF Consultants

info@spconsultant.example

shahidpervaiz.net

ISSUE

November 2026

Action / Responsibility Report

Sample Project · Urban City · Report date 2026-10-31 · Prepared by K. Controller

TOTAL ACTIONS	OPEN	IN PROGRESS	OVERDUE	COMPLETED
10	2	3	4	1

COMPLETION RATE
10%

PROJECT INTRODUCTION

PROJECT NO.	001	PROJECT	Sample Project
CLIENT	Urban City	LOCATION	Sample City
CONTRACT NO.	C-2026-014	CONSULTANT	SP Consultant in joint venture with USF Consultants
START DATE	17 November 2025	COMPLETION DATE	22 January 2027
REPORT DATE	8 November 2026	STATUS DATE	31 October 2026

Sample Project is being carried out for Urban City at Sample City under contract C-2026-014. It started on 17 November 2025 and is due for completion on 22 January 2027. This Responsibility Matrix Report sets out the position at 8 November 2026 and has been prepared by SP Consultant in joint venture with USF Consultants.

Action Breakdown

BY STATUS

Open	2
In Progress	3
Overdue	4
Completed	1

BY PRIORITY

High	5
Medium	3
Critical	2

Action Details

ACT-001 HIGH OVERDUE QA/QC 60% COMPLETE

ACTION / DESCRIPTION

Close NCR-003: core tests and structural check of inlet IN-047

RESPONSIBLE PERSON	ASSIGNED BY	DATE RAISED
R. Builder	J. Materials	2026-09-22

REMARKS

Cores taken 2 Oct; lab results awaited

DUE DATE	COMPLETION DATE
2026-10-06	—

ACT-002 HIGH OVERDUE DESIGN 50% COMPLETE

ACTION / DESCRIPTION

Answer RFI-004: signal pole foundation depth where rock is found

RESPONSIBLE PERSON	ASSIGNED BY	DATE RAISED
B. Engineer	C. Supervisor	2026-10-05

REMARKS

Revised foundation detail being checked

DUE DATE	COMPLETION DATE
2026-10-12	—

ACT-003 MEDIUM OVERDUE COMMERCIAL 70% COMPLETE

ACTION / DESCRIPTION

Evaluate EOT claim CL-02 (heavy rain, 4 days)

RESPONSIBLE PERSON	ASSIGNED BY	DATE RAISED
F. Planner	A. Project Manager	2026-10-12

REMARKS

Rainfall records obtained from the Met office

DUE DATE	COMPLETION DATE
2026-10-26	—

ACT-004 MEDIUM OPEN COMMERCIAL 0% COMPLETE

ACTION / DESCRIPTION

Client decision on VO-03 (bus bays) and VO-04 (smart LED controllers)

RESPONSIBLE PERSON	ASSIGNED BY	DATE RAISED
E. Client	A. Project Manager	2026-10-26

REMARKS

Priced by the QS on 22 Oct

DUE DATE	COMPLETION DATE
2026-11-06	—

ACT-005 CRITICAL COMPLETED HSE 100% COMPLETE

ACTION / DESCRIPTION

Night inspection of diversion barriers, logged daily (after HSE-008)

RESPONSIBLE PERSON	ASSIGNED BY	DATE RAISED
S. Agent	H. Safety	2026-10-24

REMARKS

Log started 25 Oct

DUE DATE	COMPLETION DATE
2026-10-25	2026-10-25

ACT-006 HIGH IN PROGRESS PROCUREMENT 20% COMPLETE

ACTION / DESCRIPTION

Electricity connection for street lights (PM-08)

RESPONSIBLE PERSON	ASSIGNED BY	DATE RAISED
R. Builder	C. Supervisor	2026-10-20

REMARKS

Demand notice awaited from the DISCO

DUE DATE	COMPLETION DATE
2026-11-20	—

ACT-007 HIGH OVERDUE QA/QC 80% COMPLETE

ACTION / DESCRIPTION

Review surface course job mix formula SUB-010

RESPONSIBLE PERSON	ASSIGNED BY	DATE RAISED
J. Materials	C. Supervisor	2026-10-15

REMARKS

Trial mix results due

DUE DATE	COMPLETION DATE
2026-10-25	—

ACT-008 CRITICAL IN PROGRESS CONSTRUCTION 30% COMPLETE

ACTION / DESCRIPTION

Recovery programme to regain the 19-day slip

RESPONSIBLE PERSON	ASSIGNED BY	DATE RAISED
R. Builder	A. Project Manager	2026-10-26

REMARKS

Second paving crew proposed

DUE DATE	COMPLETION DATE
2026-11-09	—

ACT-009 MEDIUM OPEN CONSTRUCTION 0% COMPLETE

ACTION / DESCRIPTION

Reset manhole covers MH-31 to MH-36 before the surface course (NCR-008)

RESPONSIBLE PERSON	ASSIGNED BY	DATE RAISED
S. Agent	I. Inspector	2026-10-29

REMARKS

— not yet recorded —

DUE DATE	COMPLETION DATE
2026-11-15	—

ACT-010 HIGH IN PROGRESS COMMERCIAL 40% COMPLETE

ACTION / DESCRIPTION

IPC No. 4 for October 2026 certified

RESPONSIBLE PERSON	ASSIGNED BY	DATE RAISED
Q. Surveyor	A. Project Manager	2026-10-31

REMARKS

Measurement agreed for drainage and base course

DUE DATE	COMPLETION DATE
2026-11-07	—