

Team Role Sheet

Complete this sheet to identify which role each person in the group is assuming. The sheet should then be distributed to all the team members and upper management so everyone has a clear understanding of his or her responsibilities to the team during the proposal development process.

Proposal Name:

Process Role	Name of Person	E-mail	Phone Number
Team Leader			
Team Recorder			
Team Facilitator			
Proposal Writer			
Functional Role	Name of Person	E-mail	Phone Number