

ANNEX D

RESPONSIBILITY MATRIX

The responsibility matrix provides an overview of the processes and the responsibility by user role. In the matrix, the various levels of involvement are designated using these definitions:

- Responsible (R) for undertaking activity
- Accountable (A) for activity completion (does not necessarily undertake that action)
- Consulted (C) during activity
- Informed (I) following activity completion

TASK / ROLES	National System Admin (BTr)	National System Viewer (BTr)	Admin (Agency)	Approver (Agency)	Encoder (Agency)	Viewer (Agency)
For single upload						
Input data required into the NARS portal				A	R	
Submit data for validation and approval			I	A	R	
Data Approved or Disapproved				A, R	C	
Approved data ready for viewing	A	R	I	I	I	I
For bulk upload						
NARS Excel Template to be accomplished and submitted		C	I	A	R	
Consolidated data uploaded to the NARS Portal				I	R	
Data approved, cleared, and validated by the agency				A, R	C	
Approved data ready for viewing	A, I	R	I	I	I	I