

# Content Review Responsibility Matrix

Cyclical content reviews require participation from multiple stakeholders to ensure success. This matrix breaks down the recommended level of contributors' involvement at each step of the process.

R	Responsible
A	Accountable
S	Supports
C	Consulted
I	Informed

	Establish content review schedule	Set owner, moderator & review schedule in RFPIO	Review/update content due for review	Approve existing content as factually accurate	Write new content & approve as factually accurate	Moderate content, apply corporate writing standards & reset review cycle
<b>Moderator</b>	S	R	S	S	S	R
<b>RFPIO Administrator</b>	I	A	S	S	S	A
<b>Proposal Team Manager</b>	I	S	C	C	C	S
<b>Product SMEs - New Content</b>	R	I	R	I	R	I
<b>Sales Engineers - Existing Content</b>	R	I	R	R	I	I
<b>Leadership Teams</b>	A	I	A	A	A	I