

Project Launch Role Planning Worksheet

Use this to turn a complex launch goal into clear role ownership, scope, measures, risks, and next actions.

Project Role / Function Owner Date

1. Project / Gold Medal Moment

What is the larger project or launch we are supporting? What is the win?

2. Customer or Stakeholder Value

Who benefits, and what problem are we solving?

3. My Race Lane

What part of the project does my function or role own?

4. CLEAR Role Goal

Define your role goal using the CLEAR lens.

Collaborative

Who must I work with?

Limited

In / out of scope?

Emotional

Why does this matter?

Appreciable

Milestones or actions?

Refinable

Review / adjust when?

5. ARCIx Clarity

Use ARCIx first; RACI is the better-known cousin. Name who is A, R, C, I, and x.

A Accountable **R** Responsible **C** Consulted **I** Informed **x** Excluded

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6. Milestones

What must be true in four years, one year, and the next 90 days?

4 years	1 year	90 days
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7. Metrics

What KPIs, lead measures, or lag measures will show progress?

8. Risks and Dependencies

What could block progress? What decisions, resources, or approvals are needed?

9. Gate Review / Go-No-Go Point

When should we continue, adjust, pause, or stop?

10. Next 3 Actions

What are the next three concrete actions I will take?

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Facilitator note Use 8-10 minutes for silent completion, then review by Race Lane. Challenge vague scope, missing Accountable owners, unowned dependencies, and weak metrics. Close by confirming the next 90-day commitment and first three actions.