

Client management roles

Those roles needed to maintain and build relationships with the client on an ongoing basis:

1. **Host** - Main speaker, initiates and closes the interview, Exerts influence on the client especially necessary when the client has extravagant requests

2. **Quality Control** - Confirms that all questions are addressed, ensures relevance (that the interview is staying on task)

3. **Diplomat** - Provides advice and morale support to the client, the diplomat, makes sure the client always feels comfortable no matter how extravagant his/hers desires may be

4. **Recorder** - Hands out contact card, makes sure they have the clients contact, records the entire interview, asks clarifying questions if something was confusing

Project management roles

Those roles needed to keep the work moving on a day to day basis, this is especially critical for the next few weeks with regards to blueprints and SketchUP

1. **Navigator** - Creates and holds the plan, ensures people are staying on task. Will be responsible for providing clear documentation of the daily activities of each teammate (photo and/or written)

2. **The Realist** - Ensures the integrity of the product is considered. That the plan is still realistic and "buildable" Very likely will disagree with the **Builder**

3. **Builder**- Thinks completely out of the box and potentially outlandishly about the ideas that the artist requested. Will come up with the most creative solution to every problem and then need to discuss with the **Realist** how to make it a reality

4. **Connector** - Keeps the ideas of what the artist requested at hand and in the discussion at all times. Represents specifically the artist's desires and makes sure they are represented in the work

Organizational roles

Those roles needed to preserve the effectiveness of the team:

1. **Eagle** - Keeps oversight of the overall project. At all times knows the next step of the plan

2. **Lightning Rod** - Brings the team together. Maintains morale. When team is being negative will figure out a way to bring the group back together

3. **Sponge** - Absorbs, reflects, and learns on behalf of the organization, this role would be the one responsible to look up new information that the group finds necessary to progress of the design

4. **Moderator** - Facilitates internal team conflicts
