

**Exhibit “D”****Roles and Responsibilities Example**

<b>Role</b>	<b>Responsibilities</b>
<b>Steering Committee</b>	<ul style="list-style-type: none"> <li>• Provide guidance to project team</li> <li>• Makes go-forward decisions</li> <li>• Resolve project issues</li> <li>• Review and approve deliverables</li> </ul>
<b>Project &amp; Change Management</b>	<ul style="list-style-type: none"> <li>• Develop project work plans and timelines</li> <li>• Ensure project activities are completed and on schedule</li> <li>• Manage issues and risks</li> <li>• Resolve conflicts</li> <li>• Escalate issues to Steering Committee</li> <li>• Issue official communications</li> <li>• Oversee training needs</li> </ul>
<b>Project Team</b>	<ul style="list-style-type: none"> <li>• Execute project activities</li> <li>• Escalate issues as necessary to project management</li> <li>• Provide status updates</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Provides formal, structured quality management via periodic reviews with the team.</li> </ul>
<b>Subject Matter Experts</b>	<ul style="list-style-type: none"> <li>• Strategy Development</li> <li>• Validate potential improvement opportunities</li> <li>• Contribute to problem solving and future state designs specific to their areas of expertise</li> <li>• Provide validation for hypotheses</li> </ul>