

RESPONSIBILITY ASSIGNMENT MATRIX (RACI MATRIX)

A responsibility assignment chart that maps out every task, milestone or key decision involved in completing a project and assigns which roles are **Responsible** for each action item, which personnel are **Accountable**, and, where appropriate, who needs to be **Consulted** or **Informed**

RESPONSIBLE	<ul style="list-style-type: none"> The person actually carries out the process or task assignment Responsible to get the job done
ACCOUNTABLE	<ul style="list-style-type: none"> The person who is ultimately accountable for the process or task being completed appropriately Responsible person(s) are accountable to this person
CONSULTED	<ul style="list-style-type: none"> People who are not directly involved with carrying out the task but are consulted May be stakeholder or subject matter expert
INFORMED	<ul style="list-style-type: none"> Those who receive output from the process or task, or who have a need to stay informed

SAMPLE ILLUSTRATION OF A SIMPLIFIED RACI MODEL

Define Initiation Phase	Project Manager	Project Sponsor	Project Analyst	Technical Analyst
Define Project Purpose	R	A	C	I
Define the Scope	R	A	C	I
Define Project Deliverables	A	C	R	C
Define Stakeholder Matrix	A	C	R	C
Define Governance Structure	R	A	C	I
Define the Implementation Approach	A	C	R	C
Define Risks and Issues	A	I	R	C
Project Charter	R	A	C	I

TIPS FOR USING RACI

- Allocate only one person as accountable per assignment
- Make sure that those who are assigned as accountable have all authorizations to execute the assignment
- Keep everyone informed of any changes
- Ensure everyone understands their roles and their colleagues' roles