

Your RACI matrix

Breaking down roles and responsibilities

RACI components

RACI describes the participation by various roles in completing tasks or deliverables for a project or business process.

Those who do the work to complete the task. They have responsibility for getting the work done.

R

RESPONSIBLE

The person who is accountable for the correction and thorough completion of the task.

A

ACCOUNTABLE

Those who provide information for the project and with whom there is two-way communication.

C





CONSULTED

The people kept informed of the progress and with whom there is two-way communication.

I

INFORMED

RACI chart definition guide

	DEFINITION	# OF TEAM MEMBERS TO ASSIGN
RESPONSIBLE 	Does the work to complete the task	At least 1 per task
ACCOUNTABLE 	Delegates work and is the last one to review the task or deliverable before it's deemed complete	Limit to 1 per task
CONSULTED 	Provides input based on either how it will impact their future project work or their domain of expertise on the deliverable itself	No max or minimum
INFORMED 	Needs to be kept in the loop on project progress, rather than roped into the details of every deliverable	No max or minimum

RACI matrix example: Content strategy

AREA OF FOCUS	ROLES				
	Writer(s)	Translator(s)	Editor	Subject matter expert	Producer
Write content	R	C	C	C	A
Translate content	C	R	C	I	A
Content accuracy	R	R	C	A	I
Content completeness	R	R	A	C	I
Content quality	R	R	C	I	A
Tone and voice	R	R	C	I	A
Digital standards	R	R	C	I	A
Final approval	C	C	C	C	R

R

RESPONSIBLE

A

ACCOUNTABLE

C

CONSULTED

I

INFORMED

RACI matrix example: Product launch

Project tasks	Product manager	Marketing director	Product marketer	Lead engineer	Sales manager	Customer success	Ops manager	Creative team	Executive sponsor
Define GTM strategy	C	A	R	I	I	I	I	I	I
Finalize product design	A	I	C	R	I	I	I	I	I
Conduct product testing	R	I	I	A	I	I	I	I	I
Create sales enablement assets	C	A	R	I	C	C	C	I	I
Create marketing collateral	A	A	C	I	C	C	I	R	I
Train sales team	I	A	C	I	R	C	I	I	I
Execute campaigns	I	A	R	I	A	I	I	C	I
Monitor performance	C	A	R	I	I	I	I	R	I
Address post-launch feedback	R	I	R	R	R	R	I	I	A

- Responsible
- Accountable
- Consulted
- Informed

RACI Matrix

	Project Executive	Project Manager	Project Sponsor	Technical Architect	Application Developer	Business Analyst
Task 01 →	R A C I	R A C I	R A C I	R A C I	R A C I	R A C I
Task 02 →	R A C I	R A C I	R A C I	R A C I	R A C I	R A C I
Task 03 →	R A C I	R A C I	R A C I	R A C I	R A C I	R A C I
Task 04 →	R A C I	R A C I	R A C I	R A C I	R A C I	R A C I
Task 05 →	R A C I	R A C I	R A C I	R A C I	R A C I	R A C I

RACI chart

DELIVERABLES

INITIAL PHASE ACTIVITIES

Request review by PMO

Submit project request

Research solution

Develop business case

PLAN PHASE ACTIVITIES

Create project charter

Create schedule

Create additional plans as required

EXECUTE PHASE ACTIVITIES

Build deliverable

Create status report

CONTROL PHASE ACTIVITIES

Perform change management

CLOSE PHASE ACTIVITIES

Create feedback learned

Create project closure report

	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role #5	Project Manager	Tech Lead	Functional Lead	SME	Project Team Members	Developer	Administrative Support	Business Analyst	Role #4	Role #5	Consultant	PMO	Role #3	Role #4	Role #5	
	PROJECT LEADERSHIP					PROJECT TEAM MEMBERS					PROJECT SUB-TEAMS					EXTERNAL RESOURCES					
Request review by PMO	A/C	R/A				R/A	A/C		C												
Submit project request						R											A				
Research solution	I					R/A	A/C	A/C	C				C			C					
Develop business case	I	A/C	I	I		R/A	C	C	C				C			C	C				
Create project charter	C	C				R/A	C	C	C				C			C					
Create schedule	I	I	I	I		R/A	C	C	C	C	C	C	C			C	I				
Create additional plans as required	I	I	I			R/A				I	I	I				C	I				
Build deliverable	C/I	C/I	C/I	C/I			R/A	R/A	R/A	R/A	R/A					A/C					
Create status report	I	I	I	I		R/A	R/A	R/A	R/A							C	I				
Perform change management		C	C	C		R	A	A	A							C	I				
Create feedback learned	C	C	C	C		R/A	C	C	C	C	C	C	C			C	C				
Create project closure report	I	I	I	I		R/A	I	I	I	I	I	I	I				I				

RACI chart

ACTIVITIES	PROJECT SPONSOR	PROJECT MANAGER	PROJECT TEAM	DEPARTMENT MANAGER
Prepare bill of materials		A	R	C
Prepare estimate	I	A	R	I
Authorize expenditure	R	I	I	I
Send procurement documents		R	C	
Evaluate bids	A	R	C	
Perform inspections	I	A	R	



TEAM MEMBER 1

Project Manager



TEAM MEMBER 2

Project Manager



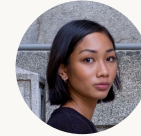
TEAM MEMBER 3

Project Manager



TEAM MEMBER 4

Project Manager



TEAM MEMBER 5

Project Manager

Proof of concept

C

I

A

C

R

Budget estimation

R

C

A

C

R

Logistics & coordination

R

C

A

C

I

Deliverables and progress tracking

I

R

C

R

I

● Responsible ● Accountable ● Consulted ● Informed

RACI Matrix

● Responsible ● Accountable ○ Consulted ● Informed

	TEAM MEMBER A	TEAM MEMBER B	TEAM MEMBER C	TEAM MEMBER D
Budget creation and monitoring	C I	C		
Project planning and design		C I	C	
Project accounting	A			C I
Deliverables and progress tracking	R A	R A	I	I
Feedback and second iteration	C	C I	I	C
Learning, reporting, and conclusion		C		