

# RACI - Responsibility Assignment Matrix



Create a RACI chart to outline roles and responsibilities for any given task within your project and to prevent any confusion, misunderstandings or roadblocks in decision-making and the work itself.

RACI roles	Definition	Number of team members to assign
Responsible	The person who actually does the work and is responsible for completing the task.	Limit to 1 per task
Accountable	The person who is accountable to the task being performed, delegates work and has the power of veto.	Limit to 1 per task
Consulted	The person who needs to give input or feedback on the task being performed.	At least 1 per task, but too many C's in the loop can slow down the project
Informed	The person who should be informed about a decision or action and overall project progress.	At least 1 per task

## Steps to create the RACI matrix

1. Determine the specific project or business process for which you will be creating a RACI.
2. List all the steps (tasks) to the determined project or business process on left side of the chart in completion order.
3. List along the top of the chart all team roles or departments that will be involved in the project or business process.
4. Assign RACI roles to team roles or departments by identifying who has responsibility, accountability, and who will be consulted and informed for each task and mark the cells with R, A, C or I accordingly.
5. Ensure you do not have more than one role as Responsible or Accountable for a task in the process. Many Rs and As can cause confusion, clashes and make the process inefficient. There may be multiple Consulted or Informed roles if necessary. However, you should aim to have only one RACI role for each task to avoid slowing down the process.
6. Go over the RACI matrix with everyone involved to check if there are any ambiguities or conflicts.

## Create RACI chart with your team

Step	Project tasks (list specific tasks below)	Team role (Eg. project manager)
1		
2		
3		
4		
5		