

RACI Chart

Project Name : KAVS relay product upgrade
Group code : NEXT81_ONL1_ERP8_M1d
Revision : 01
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RACI chart is a document that defines the project team's responsibilities of the project tasks/deliverables

METZ RACI Chart

R	Responsible	Completes the deliverable or task.
A	Accountable	Makes final decisions and signs off on task completion. Only 1 per task.
C	C - Consulted	An advisor, stakeholder, or subject matter expert who offers guidance before an action is taken.
I	I - Informed	Kept up to date on decisions made.

	Roles																							
Task/Deliverable	Director of Product	Engineering Manager	Electrical Designer	Software Designer	Product Designer	PCB Designer	Process Engineer	Production Manger	Product QA Tester	IoT Developer	Web Developer	Content Developer	Web QA Tester	Web Manager	Marketing Manager	Market research specialist	Marketing specialist	content writer	Head of Sales	Sales Manager	HR Manager	HR specialist	Trainer	Training manager
KAVS Relay design																								
PCB layout design	I	A	I	I	I	R	I	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Enclosure design	I	A	I	I	R	I	I	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Built-in logic design	I	A	I	R	I	I	I	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Electronic circuit diagram/connection design	I	A	R	I	I	I	I	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Manufacturability and Reliability calculations	I	A	I	I	R	I	I	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
KAVS Relay fabrication																								
PCB manufacturing	I	C	I	I	I	I	R	A	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Surface Finish	I	C	I	I	I	I	R	A	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Enclosure fabrication	I	C	I	I	I	I	R	A	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Firmware development integrating with IoT technology	I	A	I	R	I	I	I	C	I	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Test KAVS product	I	C	I	I	I	I	I	A	R	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
WEB Development																								
Update design for the web page	C	I	I	I	I	I	I	I	I	I	R	I	I	A	I	I	I	I	I	I	I	I	I	I
Develop web content	I	I	I	I	I	I	I	I	I	I	C	R	I	A	I	I	I	I	I	I	I	I	I	I
Integrate IoT with web page	I	I	I	I	I	I	I	I	I	R	C	I	I	A	I	I	I	I	I	I	I	I	I	I
Web page testing	I	I	I	I	I	I	I	I	I	C	C	I	R	A	I	I	I	I	I	I	I	I	I	I
Marketing & Sales Strategy finalize																								
Market Research	I	C	I	I	I	I	I	C	I	I	I	I	I	I	A	R	C	I	I	C	I	I	I	I
Create the content plan	I	I	I	I	I	I	I	C	I	I	I	I	I	C	A	I	R	I	I	I	I	I	I	I
Write and print promotional brochures	I	I	I	I	I	I	I	I	I	I	I	I	I	C	A	I	C	R	I	I	I	I	I	I
Training plan																								
Develop training sessions	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	A	R	I	C
Prepare Training Manuals	I	C	I	I	I	I	I	C	I	I	I	I	C	I	I	I	I	I	I	I	A	I	C	R
Train sales employees on upgraded KAVS product	I	C	I	I	I	I	I	C	I	I	I	I	C	I	I	I	I	I	I	I	I	I	R	A
Monitor progress and improve training processes	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	A	I	I	R