

## RACI MATRIX – UCC-1 Filing Automation System

### Roles

1. Project Initiation → Business Owner
2. Project Executive → Operations Manager
3. Project Manager → Project Manager
4. Business Analyst → Business Analyst
5. Technical Architect → System Architect
6. Application Developers → Automation System / Developers

| STEP | ACTIVITY                                  | Business Owner | Operations Manager | Project Manager | Business Analyst | System Architect | Automation System / Developers |
|------|---|----------------|--------------------|-----------------|------------------|------------------|--------------------------------|
| 1    | Define business problem & objectives      | A              | C                  | R               | R                | I                | I                              |
| 2    | Gather business requirements              | C              | A                  | I               | R                | C                | I                              |
| 3    | Analysed As-Is & To-Be processes          | I              | C                  | I               | R                | C                | I                              |
| 4    | Prepare BRD & FRD                         | I              | C                  | I               | R                | C                | I                              |
| 5    | Design system architecture                | I              | I                  | C               | C                | R                | A                              |
| 6    | Configure email intake & automation rules | I              | I                  | C               | C                | A                | R                              |
| 7    | Implement data extraction & validation    | I              | I                  | C               | I                | A                | R                              |
| 8    | Integrate with Loan Origination System    | I              | I                  | C               | C                | A                | R                              |
| 9    | Handle exception processing               | I              | A                  | C               | C                | I                | R                              |
| 10   | User acceptance testing                   | C              | A                  | R               | C                | I                | I                              |
| 11   | Production deployment                     | I              | C                  | R               | I                | A                | R                              |

█ Responsible    
 █ Accountable    
 █ Consulted    
 █ Informed