

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