Project: Student Mentorship & Registration Automation System
Team: BusinessXccelerators
Organization: MyFuture UP
Date: September 29, 2025
Version: 1.0

MyFuture UP Organization
IFS233 Group Assignment - Deliverable 3

1   RACI CHART OVERVIEW

The RACI Chart (Responsibility Assignment Matrix) clearly defines the roles and responsibilities of each stakeholder for every project activity. This ensures accountability, eliminates confusion, and facilitates effective communication throughout the project lifecycle.

1.1   RACI Methodology Compliance

- **Single Accountability:** Each activity has exactly one "A" (Accountable) role

- **Clear Responsibilities:** "R" (Responsible) roles clearly defined for execution

- **Stakeholder Engagement:** "C" (Consulted) and "I" (Informed) roles ensure proper communication

- **Hybrid Project Approach:** Supports both Waterfall planning and Agile execution phases

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RACI Legend:

- **R = Responsible:** The person who performs the work to complete the task

- **A = Accountable:** The person who is ultimately answerable for the correct completion of the task

- **C = Consulted:** The person who provides input and expertise for the task

- **I = Informed:** The person who needs to be kept informed about progress and decisions

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2 RESPONSIBILITY ASSIGNMENT MATRIX

lightblue **Project Activity**	CEO	PM	Developer	IT Support	BA	Mentors	Students	Administrators	Regulators	Funders
Project Charter Development	I	**A**			R					I
Stakeholder Identification	C	**A**			R	I	I	I	I	I
Requirements Gathering		**A**			R	C	C	C		
System Architecture Design		**A**	R	C	C					
Database Design & ERD		**A**	R	C						
UI/UX Design & Mockups		**A**	R		C	C	C			
Development Environment Setup	I	**A**	R	R						
Student Registration Module		**A**	R		C		C	C		
Mentor Management Module		**A**	R		C	C		C		
Matching Algorithm Development		**A**	R		C	C	C			
Scheduling System Implementation		**A**	R	C	C	C	C			
Reporting Dashboard Development		**A**	R		C			C		

Project Activity	CEO	PM	Developer	IT Support	BA	Mentors	Students	Administrators	Regulators	Funders
Security Implementation	I	**A**	R	R				C	C	
System Integration & APIs		**A**	R	C	C					
Unit Testing		**A**	R		C					
Integration Testing		**A**	R	C	C					
System Testing		**A**	R	C	R			C		
User Acceptance Testing	I	**A**	C	C	R	C	C	C		
Performance Testing		**A**	R	R						
Security Testing	I	**A**	R	R				C	C	
Production Environment Setup	I	**A**	C	R				C		
Data Migration		**A**	R	R	C			C		
System Deployment	I	**A**	C	R				R		
Administrator Training	I	**A**			R			C		
Mentor Training	I	**A**			R	C		C		
User Documentation		**A**	C		R	C	C	C		
Go-Live Support		**A**	C	R	C	I	I	I		
Performance Monitoring		**A**	C	R			I	I		
Post-Implementation Review	C	**A**			R	C	C	C		I
System Handover	I	**A**	C	R				R		
Project Closure	I	**A**			R					I
Lessons Learned Documentation	C	**A**	C	C	R	C	C	C		

3 STAKEHOLDER ROLES AND RESPONSIBILITIES

3.1 Primary Stakeholders

3.1.1 CEO (Luzuko Marwanqana)

- **Accountable for:** No direct accountability (governance oversight)

- **Primary Role:** Strategic oversight, resource approval, project sponsorship

- **Key Responsibilities:** Final project approval, budget authorization, organizational support

- **Communication:** Monthly status reports, milestone reviews, critical decision points

3.1.2 Project Manager (Bahle Ludidi)

- **Accountable for:** All project activities and deliverables

- **Primary Role:** Overall project management, coordination, communication

- **Key Responsibilities:** Planning, execution, monitoring, controlling, closing

- **Communication:** Daily team coordination, weekly stakeholder updates, risk escalation

3.1.3 Business Analyst (Noluthando Mlangeni)

- **Responsible for:** Requirements analysis, user training, testing coordination

- **Primary Role:** Bridge between business needs and technical implementation

- **Key Responsibilities:** Requirement documentation, user story creation, acceptance testing

- **Communication:** Regular stakeholder engagement, requirement validation sessions

3.1.4 Developer (Nhlakanipho Nene)

- **Responsible for:** System development, technical implementation, coding

- **Primary Role:** Software development and technical solution delivery

- **Key Responsibilities:** Architecture design, coding, unit testing, technical documentation

- **Communication:** Daily development updates, technical consultation, code reviews

3.1.5 IT Support (Sandile Lubisi)

- **Responsible for:** Infrastructure setup, deployment, system maintenance

- **Primary Role:** Technical infrastructure and operational support

- **Key Responsibilities:** Environment setup, deployment, monitoring, troubleshooting

- **Communication:** Technical status reports, infrastructure updates, incident reports

3.2 Secondary Stakeholders

3.2.1 Mentors

- **Primary Role:** System end-users providing mentorship services

- **Key Involvement:** Requirements input, UAT participation, training attendance

- **Communication:** Requirements workshops, feedback sessions, training programs

3.2.2 Students

- **Primary Role:** System end-users receiving mentorship services

- **Key Involvement:** Requirements input, usability testing, feedback provision

- **Communication:** Focus groups, usability sessions, feedback collection

3.2.3 Administrators

- **Primary Role:** System administrators and operational staff

- **Key Involvement:** System administration, user management, operational oversight

- **Communication:** Training sessions, operational procedures, support documentation

3.2.4 Regulators

- **Primary Role:** Compliance and regulatory oversight

- **Key Involvement:** Compliance verification, security assessment, audit support

- **Communication:** Compliance reports, security documentation, audit facilitation

3.2.5   Funders

- **Primary Role:** Financial support and project outcomes oversight

- **Key Involvement:** Progress monitoring, outcome evaluation, sustainability planning

- **Communication:** Progress reports, financial updates, impact assessments

4   RACI COMPLIANCE VERIFICATION

4.1   Accountability Verification

Each project activity has been assigned exactly one "A" (Accountable) role, ensuring clear accountability and decision-making authority. The Project Manager maintains accountability for all activities, consistent with PMI best practices.

4.2   Responsibility Distribution

Responsibilities are distributed based on expertise and organizational roles:

- **Business Analyst:** Requirements, training, testing coordination

- **Developer:** Technical design, development, implementation

- **IT Support:** Infrastructure, deployment, operational support

4.3   Communication Matrix

The RACI chart ensures appropriate stakeholder engagement through:

- **Consulted roles:** Active input and feedback provision

- **Informed roles:** Regular updates and progress communication

- **Balanced engagement:** No stakeholder overwhelming or underutilization

5   APPROVAL AND SIGN-OFF

Role & Name	Date	Signature
Project Sponsor Luzuko Marwanqana CEO, MyFuture UP	_____	_____
Project Manager Bahle Ludidi BusinessXccelerators	September 29, 2025	B. Ludidi
Business Analyst Noluthando Mlangeni BusinessXccelerators	_____	_____
Technical Lead Nhlakanipho Nene BusinessXccelerators	_____	_____
IT Support Sandile Lubisi BusinessXccelerators	_____	_____

This RACI Chart serves as the official responsibility assignment matrix for the Student Mentorship & Registration Automation System project. All team members and stakeholders must adhere to their assigned roles and responsibilities as outlined in this document. Any changes to role assignments require formal change control process execution.

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