

# RACI Matrix Table



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# PHASE 1: INITIATE

Project  
Deliverable  
or Activity

Project Deliverable or Activity	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role 5	Project Manager	Tech Lead	Functional Lead	SME	Project Team Manager	Developer	Administrative Support	Business Analyst	Role 4	Role 5	Consultant	PMO	Role 3	Role 4	Role 5
	Project Leadership					Project Team Members					Project Sub-Teams					External Resources				
Request Review by PMO	A / C	R / A				R / A	A / C		C											
Submit Project Request						R											A			
Research Solution	I					R / A	A / C	A / C	C				C			C				
Develop Business Case	I	A / C	I	I		R / A	C	C	C				C			C	C			



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# PHASE 2: PLAN

Project  
Deliverable  
or Activity

Project Deliverable or Activity	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role 5	Project Manager	Tech Lead	Functional Lead	SME	Project Team Manager	Developer	Administrative Support	Business Analyst	Role 4	Role 5	Consultant	PMO	Role 3	Role 4	Role 5
	Project Leadership					Project Team Members					Project Sub-Teams					External Resources				
Create Project Charter	C	C				R / A	C	C	C				C			C				
Create Schedule	I	I	I	I		R / A	C	C	C	C	C	C	C			C	I			
Create Additional Plans as Required	I	I	I			R / A				I	I	I	I			C	I			



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# PHASE 3: EXECUTE

Project  
Deliverable  
or Activity

Project Deliverable or Activity	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role 5	Project Manager	Tech Lead	Functional Lead	SME	Project Team Manager	Developer	Administrative Support	Business Analyst	Role 4	Role 5	Consultant	PMO	Role 3	Role 4	Role 5
	Project Leadership					Project Team Members					Project Sub-Teams					External Resources				
Build Deliverables	C / I	C / I	C / I	C / I			R / A	R / A	R / A	R / A	R / A					A / C				
Create Status Report	I	I	I	I		R / A	R / A	R / A	R / A							C	I			



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# PHASE 4: CONTROL

Project  
Deliverable  
or Activity

Project Deliverable or Activity	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role 5	Project Manager	Tech Lead	Functional Lead	SME	Project Team Manager	Developer	Administrative Support	Business Analyst	Role 4	Role 5	Consultant	PMO	Role 3	Role 4	Role 5
	Project Leadership					Project Team Members					Project Sub-Teams					External Resources				
Perform Change Management		C	C	C		R	A	A	A							C	I			



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# PHASE 5: CLOSE

Project  
Deliverable  
or Activity

	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role 5	Project Manager	Tech Lead	Functional Lead	SME	Project Team Manager	Developer	Administrative Support	Business Analyst	Role 4	Role 5	Consultant	PMO	Role 3	Role 4	Role 5
	Project Leadership					Project Team Members					Project Sub-Teams					External Resources				
Create Lessons Learned	C	C	C	C		R / A	C	C	C	C	C	C	C			C	C			
Create Project Closure Report	I	I	I	I		R / A	I	I	I	I	I	I	I				I			



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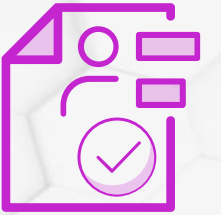
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# NOTES

summary information / comments





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