RACI Chart

Task	Project Sponsor Steering Committee	Project Manager	Business Process Owners	Business Anal	Functional Consultant	Techincal Consultant	Data Migration Specialist	Training Team	End-Users	Support team	Procurement team
Define project scope and objectives	A	R	R	R	C	I	I	I	C	I	I
Identify stakeholders and project team members	R	A/R	R	C	I	I	I	I	I	I	I
Develop Project Charter	R	A/R	I	I	I	I	I	I	I	I	I
Conduct project kickoff meeting	R	A/R	R	C	C	I	I	I	I	I	I
Conduct stakeholder sessions and interviews	R	I	R	A/R	R	C	I	I	C	I	I
Document business requirements and processes	I	A	R	A/R	R	I	I	I	I	I	I
Develop system architecture and design	I	I	I	I	R	A/R	I	I	I	I	I
Identify techincal requirments and integration requirements	I	I	C	C	C	A/R	I	I	I	I	I
Identify necessary customizations and configurations	C	I	R	C	A/R	R	I	I	I	I	I
Define data migration plan and requirements	I	R	I	C	I	I	A/R	I	I	I	I
Business Process Mapping and techical requirements Blueprint	C	I	C	C	A/R	C	I	I	I	I	I
Get Stakeholders approvals	R	A/R	C	I	I	I	I	I	C	I	I
System installation,configuration and settings	I	A	I	I	I	R	I	I	I	I	I
Configure system functional modules	I	A	C	I	R	C	I	I	I	I	I
Legacy system data cleansing	I	I	R	I	I	I	A/R	I	C	I	I
Develop customizations and integrations	I	I	I	I	C	R	I	I	I	I	I
Conduct unit testing and debugging	I	I	I	I	C	R	I	I	I	I	I
Develop test plans and scripts	I	I	I	I	R	R	C	C	I	I	I
Conduct system testing and quality assurance (SIT)	I	I	R	I	R	R	I	I	C	I	I
Identify and resolve defects	I	I	R	C	R	A/R	I	I	I	I	I
Conduct user acceptance testing (UAT)	I	I	A/R	C	R	R	I	I	C	I	I
Get Final approvals for (UAT)	A	R	R	I	I	I	I	I	I	I	I
Develop user manuals and training materials	I	I	I	C	C	I	C	A/R	I	I	I
Key-user training and support	I	I	R	I	C	I	C	A/R	C	I	I
Infrastructure and Hardware procurement	C	I	I	I	I	C	C	I	I	I	A/R
Schedule Start go-live activities	R	A/R	C	I	C	I	I	I	I	I	I
System deployment to production	I	A	R	I	R	R	R	I	R	I	I
Conduct post-go-live support and monitoring	I	I	R	I	R	C	I	I	R	A/R	I

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