The RACI matrix

To clarify roles and responsibilities within the project team, to promote coordination and accountability.

The RACI matrix to identify who does what

- The RACI matrix provides a simple, consolidated view of "who does what" within a team, process or project.

- The matrix clearly formalizes responsibilities by cross-referencing the list of activities with the contribution of each stakeholder.

- The RACI matrix defines the responsibilities assigned to activities/tasks, where :

  - R – **Responsible** :is the resource that carries out the activity.

  - A – **Accountable** : is the guarantor (validator) of the execution of the activity.

  - C – **Consulted** : is consulted on the activity.

  - I – **Informed** : is only informed of the activity.

	FRODO	SAM	GANDALF	ARAGORN	ELROND
Decide on what to do with ring	C	I	A	C	R
Create Fellowship	R	C	A	C	R
Get the ring to Mount Doom	R	C	A	C	I
Distract and defeat enemies	I	R	C	R	I

The project team toolbox

The RACI matrix to identify who does what

- Ready-to-use Excel RACI matrix template for all project stakeholders

| R | Responsible | A | Accountable | C | Consulted | I | Informed |

Project Deliverable or Activity	Project Leadership					Project Team Members				Project Sub-Teams					External Resources				
	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
Initiate Phase Activities																				
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			
Plan Phase Activities																				
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			
Execute Phase Activities																				
Build Deliverables	C / I	C / I	C / I	C / I			R / A	R / A	R / A	R / A	R / A					A / C				

The project team toolbox

The RACI matrix to identify who does what

- Ready-to-use Excel RACI matrix template for the project team

	R Responsible A Accountable C Consulted I Informed			
NAME	[TEAM MEMBER NAME]	[TEAM MEMBER NAME]	[TEAM MEMBER NAME]	[TEAM MEMBER NAME]
ROLE	CONTENT	DESIGNER	DEV	PM
PROJECT DELIVERABLE / ACTIVITY				
PHASE 1: PROJECT PLANNING				
Research	C	I	I	R
Interviews	A	C	C	I
Wireframe	R	C	I	A
PHASE 2: DEVELOPMENT				
Provide Imagery	A	R	C	I
Systems Design	A	R	R	I
Systems Analysis and Requirements	A	A	R	C

The project team toolbox

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