

RACI MATRIX –DOCUMENTARY & WEBSITE PROJECT

RACI Legend

R – Responsible: Does the work / executes the task

A – Accountable: Ultimately accountable for the task outcome

C – Consulted: Provides input, feedback, or expertise

I – Informed: Needs to be kept updated on progress or results

Task / Deliverable	Prof Grace Otinwa	Project Manager (Patricia Chukwu)	Video Editors (Olabode & Adeolu)	Web Developer (Florence)	UI/UX Designer (Elijah)	Content Curator (Bolu)	Research / Project Team	QA / Testing Team	Marketing Team
Project Initiation & Charter	A	R	I	I	I	I	C	I	I
Requirements Gathering	C	R	I	I	I	C	C	I	I
Script & Content Drafting	C	R	I	I	I	R	C	I	I
Storyboard & Video Planning	C	R	R	I	C	C	C	I	I
Video Shooting / Interviews	C	R	R	I	I	C	C	I	I
Video Editing – Intro Segment	I	R	R	I	I	C	C	I	I
Video Editing – Main Segments	I	R	R	I	I	C	C	I	I

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Video Editing - Closing Segment	I	R	R	I	I	C	C	I	I
Website Design (UI/UX)	C	R	I	C	R	C	I	I	I
Website Development / Integration	I	R	I	R	C	C	I	I	I
Content Upload & Curation	I	R	I	C	C	R	C	I	I
Testing & QA - Video & Website	C	R	I	I	I	C	C	R	I
Feedback & Revisions	A	R	R	R	R	R	C	R	C
Launch / Rollout	A	R	I	R	I	C	I	C	R
Marketing & Promotion	I	R	I	I	I	I	I	I	R
Post-Launch Support & Maintenance	I	R	I	R	I	I	I	R	I