

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 |

| 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 |
|-----------------------------------|-------------------|-----------------------------------|----------------------------------|--------------------------|-------------------------|------------------------|-------------------------|-------------------|----------------|
| 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 |