

Responsibility Assignment Matrix (RAM)

- AcqNotes

8–10 minutes

A Responsibility Assignment Matrix (RAM) describes the participation of various organizations, people, and their roles in completing tasks or deliverables for a project. The Program Manager (PM) uses it to clarify roles and responsibilities in a [cross-functional team](#), projects, and processes. A RAM has four primary assignments: **Responsible**, **Accountable**, **Consulted**, and **Informed** (also called a RACI matrix).

Definition: A Responsibility Assignment Matrix (RAM) describes the role and responsibilities of various people and/or organizations in completing specific tasks for a project.

Responsible, Accountable, Consulted, and Informed (RACI) Matrix

A RAM is called a Responsible, Accountable, Consulted, and Informed (RACI) matrix. The PMBOK Guide 4th Edition defines RACI as a RAM that illustrates the connections between work packages or activities and project team members. In fundamental terms, RAM refers to the framework in place to distribute duties to individuals where, in a RACI, each team member is assigned a role based on one of the four roles. On larger projects, RAMs can be developed at various levels.

- **Responsible (R):** Those who do the work to achieve the task. There is typically one role with a participation type of responsibility, although others can be delegated to assist in the work required.
- **Accountable (A):** The one ultimately accountable for the correct and thorough completion of the deliverable or task, and the one to whom Responsible is accountable. In other words, an Accountable must sign off (Approve) on work that Responsible provides. There must be only one Accountable specified for each task or deliverable.
- **Consulted (C):** Those whose opinions are sought and with whom there is two-way communication.

- **Informed (I):** Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication.

Benefit of Utilizing a Responsibility Assignment Matrix (RAM)

The RAM holds substantial advantages for project managers by clarifying the importance of their processes within the team. It fosters a sense of collective contribution among all employees, eliminating the sense of isolation. This project management technique, the RAM, empowers every team member to grasp the broader context of their work. Instead of simply instructing an administrative assistant to collect phone numbers without context, you can refer them to this valuable resource. By using the RAM, employees become more engaged in achieving positive results as they comprehend the alignment of their contributions with the company’s overall operations.

Responsibility Assignment Matrix (RAM) Goal in Project Management

A RAM is used in project management as a communication tool to ensure that work tasks are designated as a responsible agent. A RAM can define what a project team is responsible for within each component of the [Work Breakdown Structure \(WBS\)](#). It could also be used within a working group to designate roles, responsibilities, and levels of authority for specific activities. The matrix format shows all activities associated with one person and all people associated with one activity. This ensures that only one person is accountable for any task to avoid confusion.

Responsibility Assignment Matrix (RAM) Tutorial

Responsibility Assignment Matrix (RAM) Standard Format

A RAM is displayed as a chart that illustrates the interaction between work packages that need to be done and project team members. Typically, the list of objectives is on the left-hand column with the project team member names across the top. Each work package will be assigned to the appropriate project team member. The chart aids in communication among the project team members.

Deliverable		People				
WBS code	Title	Project manager	Task leader	Staffer A	Group director	Purchasing

2.3.	Questionnaire design	A	S, A	P		
3.3.	Respondents		P			
4.4.	Pretest		P	S		
6.5.	Final questionnaire printing	A	P		A	A

P = Primary responsibility S = Secondary responsibility A = Approval

No one should typically have more than one degree of responsibility for any given deliverable or activity group in the RAM chart. To simplify things, we've assigned each participant in this scenario a certain amount of commitment. However, there is frequently white space when you create a genuine model for more than four people. In some situations, it's okay to have someone with secondary responsibility but not primary.

Responsibility Assignment Matrix (RAM) Template

Template: [Responsibility Assignment Matrix \(RAM\) \(Excel\)](#)

6 Steps to Developing a Responsibility Assignment Matrix (RAM)

Below is a list of the 6 (six) most common steps in developing a Responsibility Assignment Matrix (RAM).

- **Step 1:** List all project tasks and deliverables
- **Step 2:** Identify all project stakeholders
- **Step 3:** Determine the responsibility and accountability level for each task and deliverable
- **Step 4:** Assign [stakeholders](#) to each task
- **Step 5:** Assign overall stakeholder
- **Step 6:** Ensure all stakeholder know their responsibility

Developing Responsibility Assignment Matrix (RAM) Matrix Best Practices

Below is a list of best practice topics that can help [Program Managers](#) effectively build and use a Responsibility Assignment Matrix.

- One stakeholder is in charge per task.
- The least amount of people accountable, the better.
- Be Efficient with Meetings.

- Constant Communication.
- [Stakeholders](#) agree on final RAM

Responsibility Assignment Matrix (RAM) Lessons Learned

A Responsibility Assignment Matrix (RAM) is a tool used in project management to identify and clarify the roles and responsibilities of the different people or groups working on a project. The goal of making a RAM is to make sure that all tasks are done and that responsibilities don't overlap or get missed. Here are some things you can learn to make sure your RAM is built right:

- **Define the project's goals and scope in detail:** Before making a RAM, it's important to have a clear idea of the project's goals and scope. This will help make sure that all necessary tasks are included and that the responsibilities are in line with the overall project goals.
- **Find out who all the stakeholders are and what their roles are:** A RAM should have a list of all the people or groups involved in the project, such as internal team members, external partners, and customers. There should be roles and responsibilities for each stakeholder.
- **Give each stakeholder specific tasks and responsibilities:** Instead of giving each stakeholder a general role, it is important to give them specific tasks and responsibilities. This will help make sure that no one's responsibilities get mixed up or left out.
- **Make sure that all stakeholders know about and understand the RAM:** It is important to make sure that all stakeholders know about and understand the RAM. This can be done by having regular meetings and giving updates, as well as by putting the RAM in writing.
- **Review and update the RAM often:** As the project moves forward, it may be necessary to review and update the RAM. This can help make sure that the RAM stays correct and helps the project reach its goals.

Difference Between a Responsibility Assignment Matrix (RAM) and a Responsible, Accountable, Consulted, and Informed (RACI) Matrix

The PMBOK Guide 4th Edition defines RACI as a RAM that is used to illustrate the connections between work packages in a [Work Breakdown Structure \(WBS\)](#) and project team members. The difference between a

RAM matrix and RACI matrix is:

- A Responsibility Assignment Matrix (RAM) describes the participation of various organizations, people, and their roles in completing tasks or deliverables in a [Work Break Down Structure \(WBS\)](#) for a project.
- A Responsible, Accountable, Consulted, and Informed (RACI) matrix is used on projects where multiple groups of people are assigned a task. It helps on larger projects with a lot of people and organizations. It also helps with outside stakeholders and their responsibilities on a project.
- A RACI can have multiple RAM within it.

AcqLinks and References:

- Template: [Responsibility Assignment Matrix \(RAM\) Template \(Word\)](#)
- Template: [Responsibility Assignment Matrix \(RAM\) Template \(Excel\)](#)

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