# RACI Responsibility Matrix

This RACI (Responsible, Accountable, Consulted, Informed) chart defines the roles and responsibilities for key tasks within a small IT support or project team. It clarifies who is responsible for completing the task, who is ultimately accountable for its success, who needs to be consulted for input, and who needs to be informed of the progress or outcome.

| Task / Process | Responsible (Does the work) | Accountable (Signs off) | Consulted (Provides input) | Informed (Kept updated) |
|---|---|---|---|---|
| System Patching | IT Technician | IT Supervisor | Security Team | End Users |
| New Employee Onboarding | IT Supervisor | IT Manager | HR Department | Department Head |
| Incident Response | IT Support Team | IT Supervisor | Security Officer | Management |
| Software Deployment | IT Technician | IT Supervisor | Department Heads | All Users |

**Definitions of RACI Roles:**

- **R - Responsible:** The person(s) who perform the task or do the work. There can be multiple "Responsible" individuals for a task.
- **A - Accountable:** The person who is ultimately answerable for the correct and thorough completion of the deliverable or task, and who delegates the work to the Responsible. There is only one "Accountable" person per task.
- **C - Consulted:** The person(s) whose opinions are sought, typically subject matter experts. They provide input and contribute to the activity. This is a two-way communication.
- **I - Informed:** The person(s) who are kept up-to-date on the progress or completion of the task. This is a one-way communication.