**DELIVERABLE 5**

RACI Matrix

Your last task in the exercise was to complete a RACI matrix. The purpose of completing a RACI matrix in this scenario was to clarify roles and responsibilities for each task and prevent ambiguity as to who is supposed to do what.

Here is a sample allocation of the tasks. To avoid confusion, it was important to make sure that Accountability for a task was allocated to only one person. While the responsibility for completing the task can be shared by several people, the accountability for the task completion shouldn’t really be shared.



