

# RACI Chart & Team Member Roles

Project: Resume Builder Website

## What is a RACI Chart?

A RACI chart is a matrix used to assign roles and responsibilities for each task within a project. RACI stands for:

- R – Responsible: The person(s) who actually do the work to complete the task.
- A – Accountable: The person who is ultimately accountable for the correct and thorough completion of the deliverable.
- C – Consulted: The person(s) whose opinions are sought before a final decision is made.
- I – Informed: The person(s) who are kept up-to-date on progress.

## RACI Chart for Resume Builder Website Project

Task / Deliverable	Sayuj Singh	Vaishnavi Kedar	Utkarsh Shirbhate	Tejashri Darade
Project Planning & Coordination	A, R	R	C	C
Frontend UI Development	R	A, R	R, C	I
Backend API Development	R	A, R	R, C	I
Database Design & Integration	A, R	R	R, C	I
Resume Template Design	C	A, R	A, R, C	I
User Authentication System	A, R	R	C	I
Testing & Debugging	R	A, R	C	C, R
Deployment & Hosting	A, R	R	C	C
Documentation & Reporting	A, R	R	C	C
UI/UX Feedback and Improvements	C	A	C, R	A, R
UI/UX	C	A	C, R	A

## Why is a RACI Chart Important?

The RACI chart helps to eliminate confusion by clearly defining roles and responsibilities. It ensures smooth communication within the team, prevents task overlap, and fosters individual accountability.

### *Team Member Roles*

#### **Sayuj Singh**

Sayuj proposed to take a central role in planning, backend development, database integration, and deployment. He aims to ensure technical coherence across all modules and lead major deliverables.

#### **Vaishnavi Kedar**

Vaishnavi proposed to lead frontend development and database structuring. She plans to bring consistent UI design, ensure responsiveness, and support key technical implementations.

#### **Utkarsh Shirbhate**

Utkarsh proposed to assist in backend APIs, UI/UX consulting, and testing efforts. He aims to serve as a crucial link between system logic and usability.

#### **Tejashri Darade**

Tejashri proposed to contribute to template design, feedback handling, and QA. Her focus will be on improving usability, ensuring completeness, and performing user-oriented testing.