

# RACI Charts

RACI Charts – How-to Guide and Templates

Menu

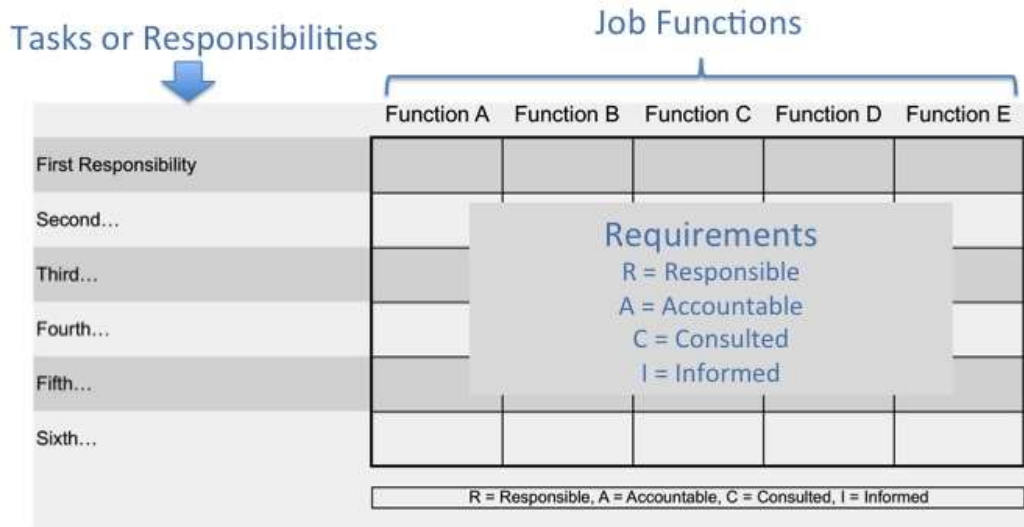
## The RACI Model

*[Click here to proceed directly to training download page](#)*

The RACI model clearly lays out roles and responsibilities for any activity or group of activities. Here are the basic elements of a RACI model –

- Job functions or titles are noted across the top, such as “IT,” “Human Resources,” “Project Manager,” etc.
- Tasks or responsibilities are noted down the left hand side, such as “Conduct weekly communication meeting with sales team,” or “Analyze prior-month performance and send out summary the first week of each month.”
- The cells inside the RACI model or chart are filled in based on the following criteria –
  - **R = Responsible** = The person who performs the work. There must be one “R” on every row, no more and no less. “R” is the only letter that must appear in each row.
  - **A = Accountable** = The person ultimately accountable for the work or decision being made. Use this letter where appropriate, but not to excess – only when a key decision or task is at hand. There can be from zero to one “A’s” in each row, but no more than one.
  - **C = Consulted** = Anyone who must be consulted with prior to a decision being made and/or the task being completed. There can be as many “C’s” as are appropriate in each row.
  - **I = Informed** = Anyone who must be informed when a decision is made or work is completed. There can be as many “I’s” as are appropriate in each row.

# The RACI Model



Responsible = The person who performs the work

Accountable = The person who is accountable for the end result (typically a higher level person)

Consulted = Anyone who must be contacted before a decision is made

Informed = People who must be "kept in the loop" after a decision is made or a task completed

Here is a high-level view of the RACI model. See our [home page](#) or [templates page](#) for an actual example.

## PM Tools

[RACI Charts](#)

[SIPOC Diagrams](#)

[Turbocharging the RACI Chart with monday.com](#)

[Project](#)

[RACI Training PPT](#)

[The RACI Model](#)

[RACI Chart](#)

[RACI Template](#)

[WBS](#)

[Constraints](#)

[Critical Path](#)

[Deliverable](#)

[Gantt Chart](#)

[Lifecycle](#)

Milestone

Project Definition (Charter)

Project Manager

Project Team

Risk

Scope

Sponsor

Workplan

## Resources

[Facilitating Meetings](#)

[Project Management Tools](#)

[RACI in Information Technology](#)

[Top 10 Project Management Software for Remote Teams](#)