A RACI Chart, also known as a RACI Matrix, clarifies roles and responsibilities, making sure that nothing fall through the cracks. RACI charts also eliminate duplicate efforts and confusion by assigning clear ownership for each task or decision.

The first three lines in the below RACI chart illustrate each of the R, A, C, and I definitions:

**1. Identify Contractors**

The first task is to identify outside contractors to quote on the job. This responsibility (R) falls to the project manager, meaning that she will do the work. The project manager must consult (C) with her boss, the facilities manager, while completing this task. In other words, the facilities manager needs to have a say in how the three contractors are selected for quotes.

**2. Arrange for Contractor Visits and Quotes**

The project manager is responsible (R) for meeting with the contractors and obtaining their quotes. In this case the facilities manager only needs to be kept informed (I), so the project manager is free to complete this task without any oversight – she simply needs to keep the facilities manager in the communication loop.

**3. Select a Contractor**

This is a big decision that will result in a large cash outlay going to a contractor. Once again, the project manager is responsible for reviewing the quotes and making a recommendation, but the facilities manager is accountable (A) for the decision. In other words, the “buck stops” at the facilities manager if any problems arise with the contractor who was selected for the job. Also in this case, the plant manager and human resources manager must be kept informed (I) regarding the contractor selection.

RACI chart for our project is mentioned below –

