RACI MATRIX

R: Responsible A:Accountable C:Consulted I:Informed

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ROLES  TASKS | Project Manager | Team Leader | Programmer | Administrator | Lawyer | Client |
| **Creating the Project Draft** | A | C | I | R | I | C |
| **Creating the Project Charter** | A | C | I | R | I | C |
| **Preperation of a Contract with Client** | A |  |  | C | R | R |
| **Completing the Requirements** | A | R | R | R | I | C |
| **Project Evaluation** | A | C | I | R |  | C |
| **Communication with Client During the Development Phase** | I | R | C | A |  | R |
| **After Development Support/ Possible Future Modifications** | I | R | R | A |  | R |

**Date of approval: Prepared by: Approved by:**

31.10.2018 M.K. Arslan M.K. Arslan