

A RACI chart, also called a RACI matrix, is a type of responsibility assignment matrix (RAM) in project management. In practice, it's a simple spreadsheet or table that lists all stakeholders on a project and their level involvement in each task, denoted with the letters R, A, C or I. Once these roles are defined, assignments can be attributed to the roles and work can begin.

R, A, C, I stands for:

- Responsible

The responsible person is the one who does the work to complete the task or create the deliverable.

- Accountable

Their job is to make sure the responsible person or team knows the expectations of the project and completes work on time.

- Consulted

Consulted people provide input and feedback on the work being done in a project. They have a stake in the outcomes of a project because it could affect their current or future work.

- Informed

Informed folks need to be looped into the progress of a project, they need to know what's going on because it could affect their work, but they're not decision makers in the process.

RACI CHART EXAMPLE

Project tasks	Senior Analyst	Project Manager	Head of Design	SVP Finance	SEO Lead	Sales Director	Senior Management
Phase 1: Research							
Econometric model	R	I	I	A	C	I	I
Strategic framework	A	I	I	R	I	I	C
Risk factors	R	I	I	A	I	I	I
Phase 2: Structure							
Product specs	I	A	R	I	C	C	C
Design wireframe	I	C	R	I	C	I	C
User journey	I	C	R	I	C	C	C
User experience testing	I	C	R	I	C	C	C
Evaluation framework	I	R	C	I	C	I	C
Development backlog	I	R	C	I	C	I	C
Delivery roadmap	C	R	A	C	C	C	I

For example, in the matrix above:

- The senior analyst is responsible for completing the work in the econometric model.
- The SVP finance is accountable for that task—they assign it to the senior analyst and review the work.
- The team will consult the SEO lead for input before and feedback after the task.
- The team will inform the project manager, head of design, sales director and senior management of the project's progress.

Pros

- Maintain clear and open communication with all stakeholders.
- Avoid overwhelming team members with tasks or unnecessary information.
- Avoid “too many cooks” offering input on any task.
- Help stakeholders prepare for a project's future impact on their work.

Cons

- You might spend time unnecessarily creating the chart for simple projects.
- Roles are rigid and might not fully illustrate a team member's stake in a project.

Definition

A RACI chart (sometimes called a Responsibility Assignment Matrix) is a way to identify your project teams' roles and responsibilities for any task, milestone, or project deliverable.