RACI Spreadsheet Exercise

1. **Download the** [**RACI spreadsheet**](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Scrum%20Team%20RACI%20Workshop/Scrum%20Team%20RACI%20Matrix.xlsx)
2. **Review the spreadsheet and the definitions of Responsible Accountable Consulted and Informed.**Responsible – does the work.  
   Accountable – answerable for the work (only one person can be accountable).  
   Consulted – they contribute to the work.  
   Informed – they are updated on the work.
3. **Learners Fill out the RACI provided for 15 minutes.**Remember that you can only have one “A” per row, but you can have multiples of all the other letters.
4. **Review the** [**answer key**](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Scrum%20Team%20RACI%20Workshop/Scrum%20Team%20RACI%20Matrix%20-%20Answer%20Key.xlsx) **and discuss any discrepancies.**
5. **Save you RACI matrix and email it to the instructor.**