# RACI Matrix

| Task | HR Lead | IT Support | Manager | Buddy |

|------------------------------|---------|------------|---------|-------|

| Preboarding email | A | C | R | I |

| IT setup | C | R | I | I |

| HR paperwork | R | I | C | I |

| Welcome Zoom | R | C | A | I |

| Buddy introduction | I | I | C | R |

| First task assignment | I | I | R | C |

| End-of-week feedback session | R | C | A | I |

Legend: R = Responsible, A = Accountable, C = Consulted, I = Informed