

RACI Chart - [Insert Project Name]													
Project Roles + Names	Project Governance			Project Team									
	Project Sponsor (Name)	Other Governance (Name)	Project Manager (Name)	Business Analyst (Name)	Infrastructure Role #1 (Name)	Infrastructure Role #2 (Name)	Enterprise Solutions Role #1 (Name)	Enterprise Solutions Role #2 (Name)	Support Services Role #1 (Name)	Office of CIO Role #1 (Name)	Client	Service Owner	Consultant
Proposal Phase	R		R		A		R						
Investigation Phase													
Charter Phase													
Planning Phase													
Implementation Phase													
Project Close Phase													

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Project Phases + Deliverables (or Activities)													
Legend													
R = Responsible	Those who do the work to achieve the task or produce the deliverable. There can be more than one person responsible for any given task or deliverable.												
A = Accountable	The one ultimately answerable for the correct and thorough completion of the deliverable or task. There must be only one accountable specified for each task or deliverable.												
C = Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication.												
I = Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication.												
Note	It is possible that someone might be both Accountable and Responsible for a task or deliverable. In this instance, insert A/R in the cell.												

