

RACI Matrix

[Project Title]

Roles and Responsibilities

Responsible, Accountable, Consulted, Informed

			ROLES														
			Sponsor	Name or Role	Name or Role	Name or Role	Name or Role	Project Manager	Technical Lead	Name or Role	Name or Role	Name or Role	Consultant	Name or Role	Name or Role	Name or Role	Name or Role
Deliverable or Task	Status		Sponsor / Leadership					Project Team					Other Resources				
Phase 1																	
	Deliverable/Task 1		A	R				I									
	Deliverable/Task 2		A		R			I									
Phase 2																	
	Deliverable/Task 1		C	I				A	R								
	Deliverable/Task 2			I				A		R							
Phase 3																	
	Deliverable/Task 1			I				A	I		R		C				
	Deliverable/Task 2			I				A	I	R			C				
Phase 4																	
	Deliverable/Task 1				I			A	R					C			
	Deliverable/Task 2				I			A		R							
Insert new rows above this one																	

D
R
A
S
C
I

Driver

Responsible

Accountable

Support

Consulted

Informed

Assists those who are responsible for a task.

Assigned to complete the task or deliverable.

Has final decision-making authority and accountability for completion. Only 1 per task.

Provides support during implementation.

An adviser, stakeholder, or subject matter expert who is consulted before a decision or action.

Must be informed after a decision or action.