

RACI Chart - Moving

Project Lead: Sid

Roommate/Co-lead: Daniele

Main Driver: Joy

Moving Helpers: Ana, Adam, Quentin

Task	Sid	Roommate	Main Driver	Moving Helpers
Find Apartment				
Determine apartment requirements	A+R			
Tour apartments	A+R	I		
Apply for apartment	A+R	I		
Administrative Tasks				
Change address (USPS, banks, family, etc.)	A+R			
Buy renter's insurance for new apartment	A+R			
Choose internet plan	A+R			
Set up electrical service	A+R			
Give notice to vacate current apartment	A+R	R		
Pack and Cull Possessions				
Identify items to donate/sell/discard/trade	A+R	R		
Arrange furniture donation pickup	A+R	R		
Sell valuable unwanted items	A+R			
Donate other unwanted items	A+R	R		
Acquire packing materials	A+R	R		
Pack infrequently-used items	A+R	C		
Pack regularly-used items	A+R	C		
Moving Day Planning				
Solicit moving day help	A+R	R	I	I
Create/maintain move-out coordination doc	A+R	R		
Create/maintain box inventory system	A+R		I	I

Reserve moving truck	A+R	R	C	I
Draft moving day schedule	A+R	R	C	C
Communicate expectations for handling fragile items	A+R	R	I	I
Moving Day				
Get keys for new apartment	A+R			
Provide tools, food/drink, first aid kit	A+R	R	I	I
Disassemble furniture	A			R
Pack last-minute items	A+R			R
Load truck: My things	A	R	C	R
Drive truck to my new apartment	A	C	R	C
Drive helpers, fragile items like plants (mine)	C	A	C	C
Unload my things, set up essentials	A	R	C	R
Load truck: Roommate's things	R	A	C	R
Drive truck to roommate's apartment	I	C	A	C
Drive helpers	I	A	C	C
Unload roommate's things, set up essentials	C	A	C	R
Return truck (sweep, add gas)	A	R	R	C
Supply traditional vittles and libations for the crew	A	R	C	C
Wrap Up, Settle In				
Clean old apartment	A	R		
Remove any items remaining at old apartment	A	R		
Return keys	A	R		
Settle shared costs	A	R		
Purchase items needed for new apartment	A+R			
Continue unpacking/setup	A+R			R