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

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