**README: RACI Chart Template**

**Purpose**

The RACI Chart is your trusty compass in the project wilderness—a structured tool designed to clearly define and document roles and responsibilities for tasks, deliverables, or processes. It neatly categorizes stakeholders or team members into Responsible (R), Accountable (A), Consulted (C), or Informed (I). This chart minimizes confusion, dodges the dreaded “Who does what?” question, and fosters smooth collaboration from project kickoff through to completion. Customize it to suit your project's unique flavor while maintaining PMO-wide consistency.

**Contents**

This directory, including the Registers sub-folder, houses the RACI Chart and related materials:

* **RACI Chart**: The centerpiece document detailing roles and responsibilities (e.g., RACIChart\_Project1\_v1.0.xlsx or RACIChart\_Project1\_Draft\_v0.1.xlsx).
* Supporting files as needed:
  + Export versions for distribution (e.g., RACIChart\_Project1\_v1.0.pdf).
  + Change logs or revision histories to keep track of the evolution (e.g., RACI\_Revision\_History.xlsx).

**Usage Instructions**

1. **Customize Away**  
   Open the template file (e.g., RACIChart\_Template.xlsx) and fill in your project-specific tasks/deliverables as rows, with stakeholders or team members as columns.  
   Assign roles carefully:
   * **R** (Responsible): The doer who gets the job done.
   * **A** (Accountable): The buck stops here—one per task only!
   * **C** (Consulted): The wise advisors lending input.
   * **I** (Informed): Those who stay in the loop.
2. **Version Control Like a Pro**  
   Use \_Draft\_vX.X for working copies (e.g., RACIChart\_Project1\_Draft\_v0.1.xlsx), and \_Approved\_vX.X for final versions (e.g., RACIChart\_Project1\_Approved\_v1.0.xlsx).
3. **Review & Approve**  
   Share drafts with stakeholders for input. Once blessed, move approved versions to an Approved folder or rename accordingly.
4. **Integrate & Align**  
   Cross-check with the Stakeholder Register to confirm all key players are accounted for. Ensure alignment with your PMO’s preferred frameworks—be it PMBOK, PRINCE2, or your own secret sauce.

**Naming Conventions**

* Main files: RACIChart\_ProjectName\_vX.X.xlsx (swap ProjectName for your project, e.g., Project1).
* Drafts: add dates or author initials for traceability, e.g., RACIChart\_Project1\_Draft\_v0.1\_20250804\_JD.xlsx.
* Exported/read-only copies: use .pdf format, e.g., RACIChart\_Project1\_v1.0.pdf.

**Best Practices**

* **File Format**: Stick to .xlsx for editable charts to enable handy features like sorting, filtering, and conditional formatting. For example, highlight multiple “A” entries to flag potential accountability issues.
* **Structure Standardization**:
  + **Rows**: List your tasks or deliverables (e.g., “Develop Project Charter,” “Conduct Stakeholder Analysis”).
  + **Columns**: List stakeholders or roles (e.g., “Project Manager,” “Sponsor,” “Team Lead”).
  + **Cells**: Fill in with R, A, C, or I—or leave blank if not applicable.
* **Keep It Fresh**: Update the chart as roles or tasks evolve. Archive older versions in an Archive folder for audit trails and nostalgia.
* **Control Access**: Limit editing rights to authorized personnel (typically project managers) while granting read access to the team.
* **Tool Integration**: Planning to use MS Project, Jira, or other PM tools? Export your RACI chart for smooth import or linkage.

**Folder Hierarchy Diagram**

Here’s a simple illustration of where your RACI Chart fits within the overall PMO folder structure for a project (e.g., Project 1). Centralizing stakeholder-related registers keeps everyone on the same page—and off the island.

CopyEdit

Project1/

├── Registers/

│ ├── RACIChart\_Project1\_v1.0.xlsx

│ ├── RACIChart\_Project1\_v1.0.pdf

│ ├── RACI\_Revision\_History.xlsx

│ ├── Stakeholder\_Register\_Project1.xlsx

│ └── Archive/

│ ├── RACIChart\_Project1\_Approved\_v0.9.xlsx

│ └── ...

└── Other\_Project\_Folders/