Building a RASCI Matrix

This activity is designed to help you build a RASCI matrix that can assist with project management and accountability.

The key to building a successful RASCI matrix is assigning people to the correct roles. Take a look at the role descriptions and matrix example below, then have a go at populating your own RASCI matrix on the next page.

Roles

Responsible
- Leads delivery of the agreed work outcome
- Can delegate to others
- Answerable to 'A'
- Best to have one 'R'

Accountable
- Owns the work outcome
- Signs off work
- Is a key Sponsor
- Can be only one 'A'

Support
- Provides resources, support, data
- Owns delivery of agreed components contributing to the work outcome
- Can be multiple 'S'

Consulted
- Provides technical expertise to inform decisions
- Owns the advice they give
- Buy-in needed
- Can be multiple 'C'

Informed
- Needs to be kept up-to-date because of impact on them. Could be a key stakeholder
- Proactively keeps themselves informed
- Don't need to be involved in decision making

RASCI Matrix Example

Presented below is an example of a basic RASCI Matrix.

You should notice that not all projects use all people, and that only one person is assigned to the Accountable role. This helps to make sure everyone is clear on their role and responsibilities, and that 'accountability' can clearly be communicated.

With this example to guide you, build your own RASCI matrix using the template on the next page. Start with deciding on a project that you have coming up (along with the key milestones) and add it to the left hand column. Next, list the people resources you will have along the top row. Following this, you are ready to begin assigning roles using the RASCI framework.

Project Phases + Deliverables (or Activities)	Person One (Name)	Person Two (Name)	Person Three (Name)	Person four (Name)	Person Five (Name)	Person Six (Name)	Stakeholder (Name)	Supplier (Name)
Project One (Name)	R	A	S	C	I	S	C	I
Key Deliverable 1	R	A	S	S	I	S	-	I
Key Deliverable 2	S	A	R	C	I	S	C	I
Key Deliverable 3	C	A	C	R	I	S	-	I
Project Two (Name)	A	R	S	R	C	I	-	-
Key Deliverable 1	A	R	S	R	C	I	-	-
Key Deliverable 2	A	R	S	R	I	C	-	-
Key Deliverable 3	R	A	S	S	I	C	-	-

Legend
R = Responsible
A = Accountable
S = Support
C = Consulted
I = Informed

MYER ACADEMY

15 min

RASCI Matrix Template

Project Name:_____ Completed By:_____

Project Roles and Names / Project Phases + Deliverables (or Activities)								

Legend
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