

Lab: Key Project Roles and RACI

Estimated duration: 20 minutes

Objectives

- Identify the key roles
- Summarize the key responsibilities for all identified roles
- Complete the RACI matrix for all identified roles

Prerequisites

You must have Microsoft Office or Microsoft 365 apps installed on your computer or have access to the free web version of Microsoft 365.

Scenario: Software Training Project using the ADDIE Model

A project has been chartered to develop a new software training course. The project will use ADDIE phasing which includes:

- **Analysis:** During the Analysis phase, take a close look at the current learning environment to identify prospective learners, educational goals, constraints that might exist, and the desired timeline. Analyze job descriptions, select task functions, construct job performance measures, analyze existing courses, and select instructional settings.
- **Design:** Map out the basic course flow and feel of whatever instructional material you're working on. Begin to pull together content, graphics, and more. Develop objectives, tests, describe entry behavior, sequence, and structure.
- **Develop:** Develop the course or training materials. Specify learning events/activities and instructional management plans and delivery systems, review and select existing materials, develop instruction, and validate instruction.
- **Implement:** Conduct instruction. Implement the development plan. Collect feedback.
- **Evaluate:** Conduct internal evaluation, external evaluation, and revise system based on feedback.

There is a high level of agreement on the first two phases. The team will implement a traditional predictive or Waterfall approach to analyze and design the course. Deliverables will include targeted learners, potential instructional settings, a broad outline of the

course, high-level objectives, testing criteria, and prerequisites. A tailored project management plan will be developed to achieve phases one and two.

The next phases are more complex. While management agrees on the overall objectives, there is mixed agreement on what to specifically include in the class. In addition, the training addresses complex software, and Subject Matter Experts will need to be consulted every step along the way. An agile methodology will be used.

A team member will need to stay in close contact with course customers to develop specific user stories, product backlog, and priorities. A second team develop the course, implement the course in phases, and performs extensive evaluations based on user stories in the product backlog. A release plan will be developed. The team expects that the total launch will require approximately five 15-day iterations.

Exercise

Complete a RACI matrix for the key roles on the project.

Step 1: Keeping the CTRL key pressed, click [here](#) to download the **Key Roles and RACI** template. You can use this document the roles, responsibilities and associated RACI.

Note: Use the COMMAND key instead of CTRL on Mac systems.

Project:		
Date:		
Team Member Position	Role Overview	RACI Designator

Step 2: Enter the project name.

Step 3: Enter the date when the exercise is being performed.

Step 4: In the **Team Member Position** column, add the complete list of identified roles on the project. Use one row for one role.

Step 5: In the **Role Overview** column, add a brief description for the role.

Step 6: In the **RACI Designator** column, enter the required designators. For example, the sponsor is accountable for allocating the required budget. Therefore, the column will have an **A** for the Sponsor.

R	Responsible	Assigned work tasks and responsible for providing project deliverables.
A	Accountable	Accountable for the end result of the work
C	Consult	Provide technical and operational guidance and direction as required.
I	Inform	Provide access to all project communications. Requires status on all aspects of the project.

Make sure to attempt the exercise, as it will help you gain a clear understanding of the concepts covered in the module.

Potential Solution

After completing the exercise, you can refer to the **Potential Solution** document to compare your responses with the potential solution. Keeping the CTRL key pressed, click [here](#) to view or download the **Potential Solution** document.

Note 1: The document will open in a new tab.

Note 2: Use the COMMAND key instead of CTRL on Mac systems.