

## Project Role Identification: RACI

A project manager must ensure each team member has assigned roles and responsibilities that meet their skill sets and disposition whenever possible. A best practice is to develop a condensed stakeholder register for the team. RACI, which is an abbreviation for Responsible, Accountable, Consult, and Inform is a tool that helps with assigning responsibilities to team members. The table below is an example of a condensed stakeholder register.

Team Member Name	Assigned Role	RACI
Ram	Project Manager	RACI
Priya	Core Team Budget Lead	RACI
Sam	Core Team Budget Support	RC
Maurice	IT Technical Liaison	C
Hideki	Sponsor	AI

The project manager sets the level of responsibility using the RACI designators. These include:

### R: Responsible

Any team member who has assigned tasks should be assigned an "R" role.

### A: Accountable

The Accountable team member is responsible for the quality of the product regardless of their responsibility to create it.

**Note:** There should be only one accountable individual per role. For example, in the table above, while Priya and Sam are core team members working on the project budget, only Priya is Accountable for the core budget. There can only be one lead.

### C: Consult

Any team member who is a technical advisor to the project can be assigned "C."

**Note:** The team members may or may not have additional responsibilities.

**I: Inform**

Any team member who needs to be informed on certain communications does not need to be assigned an "I" responsibility. Limit the information flow.

The project manager must ensure the team participates in RACI planning and agrees on their roles. People and positions may change on a project. It is, therefore, important that the project manager must update the RACI as the project progresses.