**Document: 14 – RACI (Roles & Responsibilities)**

**Project:** MCPX-KendoBridge Admin Portal  
**Document ID:** TJ-MCPX-DOC-14  
**Version:** 1.1.0  
**Status:** Draft  
**Date:** 2025-09-27  
**Owner:** Program Management (Technijian)  
**Confidentiality:** Technijian Internal

**Document Control**

| **Version** | **Date** | **Author** | **Change Summary** | **Status** |
| --- | --- | --- | --- | --- |
| 1.0.0 | 2025-09-26 | Doc-Factory | Initial RACI across SDLC | Draft |
| 1.1.0 | 2025-09-27 | Program Management | Align to MSAL PKCE, Kendo Fluent 2, SSE, SP-only DAL, gates | Draft |

**Approvals**

| **Role/Team** | **Name** | **Signature/Date** | **Comment** |
| --- | --- | --- | --- |
| Director of Software Eng. |  |  |  |
| Systems Architect |  |  |  |
| DevSecOps / SRE |  |  |  |
| Security / Compliance |  |  |  |
| Product Manager |  |  |  |

**Legend:** **R** = Responsible (does the work) · **A** = Accountable (final decision/owns outcome) · **C** = Consulted (two-way) · **I** = Informed (one-way)

**1. Core Roles**

* **Director of Software Engineering (DoSE)**
* **Product Manager (PM)**
* **Systems Architect (SA)**
* **Dev Lead (DL)**
* **UX Lead / Frontend Lead (UX/FE)**
* **QA Lead (QA)**
* **DevSecOps / SRE (SRE)**
* **DBA**
* **Security & Compliance (SEC)**
* **Release Manager (RM)**
* **Support / MSP Ops (OPS)**
* **Stakeholders / Client (STKH)**

**2. SDLC Phase RACI**

| **Activity / Deliverable** | **PM** | **DoSE** | **SA** | **DL** | **UX/FE** | **QA** | **DBA** | **SEC** | **SRE** | **RM** | **OPS** | **STKH** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sprint 0** scope, Vision, FR/NFR, roadmap | **R** | A | C | C | C | C | C | C | C | I | I | **I** |
| System Context & Architecture, ADRs | I | A | **R** | C | C | I | C | C | C | I | I | I |
| UI/UX spec (Kendo Fluent 2 + ThemeBuilder) | C | I | C | C | **R** | C | I | I | I | I | I | I |
| OpenAPI 3.1 contract | I | A | **R** | C | C | C | C | C | C | I | I | I |
| DB schema + SP contracts (SP-only, add-only) | I | I | C | C | I | I | **R** | C | I | I | I | I |
| Implementation (API, Web) | I | I | C | **A/R** | **R** | C | C | C | C | I | I | I |
| Test Strategy (E2E, SSE, a11y, perf) | I | I | C | C | C | **A/R** | C | C | C | I | I | I |
| Security review (RBAC, CORS, rate-limit, error envelope) | I | I | C | C | C | C | C | **A/R** | C | I | I | I |
| CI/CD (lint/diff, CodeQL, SBOM, DocX→MD, TREE) | I | I | C | C | I | C | I | C | **A/R** | C | I | I |
| Monitoring & alerts (SSE TTFB/heartbeat, parity) | I | I | C | C | I | C | I | C | **A/R** | I | C | I |
| Evidence Pack (compile, attach, retention) | I | I | C | C | I | C | C | C | **R** | **A** | I | I |
| Release approvals & gates (Alpha→Beta→RTM→Prod) | I | **A** | C | C | I | C | C | C | C | **R** | I | I |
| Runbooks (deploy, rollback, incident, scale-out) | I | I | C | C | I | C | C | C | **A/R** | C | **R** | I |

**3. Epic-Level Ownership**

| **Epic (see Backlog)** | **A** | **R** | **C** | **I** |
| --- | --- | --- | --- | --- |
| EP-01 Auth & RBAC (MSAL PKCE) | DoSE | DL | SA, SEC, UX/FE, QA | SRE, OPS |
| EP-02 Admin Shell & Theming | DoSE | UX/FE | SA, DL, QA | SRE |
| EP-03 Health & Dashboard | SA | DL | UX/FE, QA, SRE | PM |
| EP-04 Effective Config | SA | DL | DBA, QA | SEC |
| EP-05 Config Mutations (+Audit) | SA | DL | DBA, SEC, QA | SRE |
| EP-06 Feature Flags | SA | DL | DBA, SEC, QA | SRE |
| EP-07 Lookups | SA | DL | DBA, QA | PM |
| EP-08 Jobs & SSE | SA | DL | UX/FE, QA, SRE | SEC |
| EP-09 Audit & Evidence | DoSE | SRE | DL, QA, SEC, DBA | PM, RM |
| EP-10 Access (Graph or CR flow) | DoSE | DL | SEC, SA, QA | OPS |
| EP-11 CORS & Rate-Limit | SEC | DL | SA, SRE, QA | PM |
| EP-12 Readiness & Parity Gate | DoSE | SA | SRE, DL, DBA, QA | RM |
| EP-13 Observability | DoSE | SRE | SA, DL, QA | PM |
| EP-14 DB Layer & Grants | DoSE | DBA | SA, DL, SEC, QA | SRE |
| EP-15 CI/CD & Docs Visibility | DoSE | SRE | DL, QA, SEC | PM, RM |

**4. Promotion Gate RACI**

| **Gate / Decision** | **A** | **R** | **C** | **I** |
| --- | --- | --- | --- | --- |
| **Alpha → Beta** (CI green, evidence attached) | DoSE | RM | SA, SRE, QA, SEC | PM, OPS |
| **Beta → RTM** (OpenAPI diff/waivers, SBOM) | DoSE | RM | SA, SRE, QA, SEC | PM |
| **RTM → Prod** (**Parity = 0 critical**, perf OK) | DoSE | RM | SA, SRE, QA, SEC, DBA | PM, OPS |

**Blocking conditions:** parity > 0 critical, SSE TTFB/heartbeat SLO breach, CodeQL high/critical, secret-scan confirmed leak.

**5. Change Procedures (selected)**

**5.1 CORS Allow-List Edit**

* **R:** DL
* **A:** SEC
* **C:** SA, SRE
* **I:** PM, OPS  
  **Steps:** PR → approval (SEC) → deploy → audit entry verified → smoke from intended Origins.

**5.2 Access Assignment (Graph Write Enabled)**

* **R:** DL
* **A:** SEC
* **C:** SA, PM
* **I:** OPS  
  **Steps:** Admin consent → role/group update → audit entry → propagation notice.

**5.3 DB SP Contract Change (Breaking)**

* **R:** DBA
* **A:** SA
* **C:** DL, SEC, QA
* **I:** SRE, RM  
  **Steps:** New \_v2 SP + ADR → grants PR → signature snapshot diff approved → contract tests updated.

**5.4 Emergency Change / Rollback**

* **R:** RM
* **A:** DoSE
* **C:** SA, SRE, DL, SEC
* **I:** PM, OPS  
  **Trigger:** P1 incident. Revert to last green release + expected config; capture incident report in Evidence Pack.

**6. Document Ownership (by ID)**

| **Doc ID** | **Title** | **A** | **R** | **C** | **I** |
| --- | --- | --- | --- | --- | --- |
| 01 | Vision Brief | DoSE | PM | SA, DL, SEC | STKH |
| 02 | Glossary | PM | PM | SA | All |
| 03 | Actors & Use Cases | SA | SA | PM, QA, SEC | DL |
| 04 | System Context & Architecture | SA | SA | DL, SRE, DBA | PM |
| 05 | NFRs | DoSE | SA | QA, SRE, SEC | DL |
| 07 | Data Contracts | SA | DBA | DL, QA | SEC |
| 07a | DB Grants & SP Signature | SA | DBA | SEC, DL | SRE |
| 08 | UI/UX Spec | DoSE | UX/FE | SA, QA | DL |
| 09 | Test Strategy | DoSE | QA | SA, DL, SRE | SEC |
| 10 | CI/CD | DoSE | SRE | SA, QA, SEC | RM |
| 11 | Monitoring & Observability | DoSE | SRE | SA, QA | RM |
| 12 | Evidence Pack | DoSE | SRE | QA, SEC, DL, DBA | PM |
| 15 | Backlog | PM | PM | DoSE, SA, DL | All |
| 16 | DoR / DoD | DoSE | PM | SA, QA, SEC | DL |

**7. Decision Rights & Escalation**

* **Technical Architecture:** SA (A), DoSE (tiebreaker)
* **Security Policy / Exceptions:** SEC (A), DoSE (tiebreaker)
* **Release / Rollback:** DoSE (A), RM (executes)
* **Scope / Priority:** PM (A), DoSE (tiebreaker)
* **Production Incident (P1):** DoSE declares; RM leads; SRE/DL execute; SEC reviews

**Escalation clock:** P1 engage within **15 min**, MTTR target **≤ 60 min** (see runbooks).

**8. Meeting & Artifact Cadence**

| **Cadence** | **Owner** | **Participants** | **Outputs** |
| --- | --- | --- | --- |
| Sprint Planning | PM | SA, DL, UX/FE, QA, SRE | Updated backlog; sprint goals; capacity |
| Arch Review | SA | DL, DBA, SEC, SRE | ADRs; design approvals |
| Release Review | RM | DoSE, SA, SRE, QA, SEC | Go/No-Go; Evidence Pack receipt |
| Postmortem (P1) | SRE | DL, SA, SEC, RM, PM | RCA; corrective actions; ADRs/runbook updates |

**9. Compliance & Evidence Responsibilities**

* **Evidence Pack completeness:** **A:** DoSE · **R:** SRE
* **SBOM / CodeQL / Secrets scanning:** **A:** SRE · **R:** SRE
* **OpenAPI diff & waivers:** **A:** SA · **R:** DL
* **Parity report (RTM↔Prod):** **A:** SA · **R:** DL/DBA · **C:** SRE
* **A11y report (axe):** **A:** QA · **R:** QA/UX

**10. Acceptance Criteria (RACI)**

1. All activities mapped with clear **A** and **R**; no activity has multiple **A**’s.
2. Promotion gates list accountable approvers and blocking conditions.
3. Change procedures (CORS, Access, DB contract, Emergency) specify **A/R/C/I** and are linked from runbooks.
4. Evidence responsibilities assigned and reflected in CI/CD.
5. RACI kept in sync with **Backlog** epics and **DoR/DoD**.

**End of Document — TJ-MCPX-DOC-14 v1.1.0**