What is RACI , see following example

* **Responsible**: The cross-functional team members in this role are directly responsible for performing the work necessary or make decisions that are directly related to completing a task within a project. There can be several roles or groups responsible for the task, meaning that the responsibilities are held jointly by more than one classification.
* **Accountable**: Those assigned the accountable role within a task are given the job of approving the work performed by those who are “responsible.” As a general rule there is usually a single person in this role, often a manager or a project lead.
* **Consulted**: This role applies to those assigned to offer input on a task. There should be a clear and open line of 2-way communication between those assigned to “responsible” and “consulted.” There can be several people in this role. In many situations, they are referred to as subject matter experts, or SMEs for short.
* **Informed**: Those in this role need to be kept aware of progress and concerns of those working on a project. These responsibilities tend to be assigned to higher levels of senior leadership. They need to understand the insights from projects rather than the details of how specific tasks are performed.

Step 2: Assign responsibility

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Business Intelligence**  **Engineer** | **Data Scientist** | **Analytic Team Manager** | **Data Engineer** |
| Access to data | R | C | R | R |
| Create models to analyze data | C | R | C | I |
| Drive insights and recommendations based on data | C | R | C | I |
|  |  |  |  |  |

Step 3: Expand your RACI matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Business Intelligence**  **Engineer** | **Data Scientist** | **Analytic Team Manager** | **Data Engineer** | **Chief Data Officer** |
| Access to data | **R** | **C** | **R** | **R** | **A** |
| Create Models to Analyze Data | **C** | **R** | **C** | **I** | **A** |
| Drive Insights & Recommendations Based on Data | **C** | **R** | **C** | **I** | **A** |
| Ensure Data Compliance | **C** | **I** | **C** | **R** | **A** |