



RACI Matrix

DEFINITION OF ROLES AND RESPONSIBILITIES

What is a RACI Matrix?

The RACI Matrix is a tool used for assigning roles and responsibilities within a team. The acronym RACI stands for:

R: "Responsible" => Realizes

A: "Accountable" => Reports

C: "Consulted" => Consulted

I: "Informed" => Informed

When to use it?

PLANNING PHASE

The RACI matrix can be applied in project, or in general, in a department or service of an organization.

The goal is to have a clear vision about the distribution of responsibilities and tasks.

Concretely, this matrix helps to identify the participants and stakeholders of the project, and to know how each member of the team will contribute to this project.

Its implementation is therefore crucial to the definition of everyone's roles in a project management process.

How to use it?

- Fill in the data of your project directly on the "RACI Matrix" sheet
- After completing the project task diagram (the WBS), assign tasks to resources based on the skills matrix, and then assign roles using the RACI matrix
- Follow the following process in order to complete your matrix:
 - Identify the stakeholders of the project
 - Define deliverables by team or resources
 - Define the tasks of each resource
 - Indicate the roles of each project resource in the project
- For more details, read carefully the first sheet of the "user guide" template

Document structure

- Project task list
- Resource list
- Resource assignment of RACI roles for each task