

Roles and Responsibilities Charts

Example Simple RACI Chart

Task	Role A	Role B	Role C	Role D
Create Work Plans	R	A	C	I
Publish Timelines and Milestones	A, R	C	I	I
Create Test Plans and Cases	C	C	I	A
Publish Project Status reports	R	C	A	R
Publish Work Breakdown Structure	C	R	I	I
Develop BI Reports	I	A	I	I
Unit Testing	C	A	R	C
Code deployment for Enterprise testing	C	A	R	C
System Integration Testing	C	A	R	C
Coordinate User Acceptance testing	C	A	R	A
Communicate Production Downtime	A	R	C	C
Production Code Deployment	C	R	R	A
Coordinate Stakeholder Sign -Offs	A	C	C	I
Legend: R – Responsible , A – Accountable , C – Consulted , I – Informed				




Example Simple RAID Chart

Who Activity	Project Sponsor	Project Manager	Business Project Team	User Area 1	User Area 2	Project Support Office	I.T. Dept.
1 Establish TOR	D	R	I	A	A	I	I
2 Prepare project plans		R	R	A	A	I	R
3 Approve project plans	D	R	I	I	I	I	I
4 Document business needs	I	I	R	R	R		I
5 Review business needs	I	R	R	R	R		I
6 Agree business needs	D	R	I	I	I		I
7 Identify solution options	I	R	R	R	R		R
8 Sign-off solution options	D	R	I	I	I		I
9 Agree selection criteria	D	R	I	A	A		I
10 Select preferred option	D	R	R	A	A		A
11 Create business case for chosen option	A	R	R	A	A	I	I
12 Sign-off business case	D	R	I	I	I	I	I
13 Build chosen option components		R	R	I	I		R
14 Test chosen option components		R	R	I	I		R
15 sign-off test results	D	R	R	A	A	I	R
16 Build implementation plan		R	R	A	A	I	R
17 Sign-off implementation plan	D	R	I	I	I	I	I
18 Prepare for implementation		R	R	R	R		R
19 Prepare end-user training plan		R	R	A	A		R
20 Prepare end-user training materials		R	R	I	I		R
21 Sign-off end user training materials	I	R	I	D	A	I	I
22 Conduct end-user training			R	R	R		R
23 Review training effectiveness	D	R	R	A	R	I	R
24 Make Go/No Go Decision	D	R	I	A	A	I	I
25 Implement solution	I	R	R	I	I	I	R
26 Provide implementation support		R	R				R
27 Conduct post implementation review	R	R	R	R	R	R	R
28 Approve project as complete	D	R	I	A	A	I	I

Key:
R = Responsible
A = Agree
I = Input
D = Decide

Example Simple WCA Chart

Artifact	User Project Owner	Project Manager	System Analyst	Software Architect	Use Case Architect	Developer Roles	Test Roles	Administrator Roles
Vision	A	G	G	W	G		G	G
Use Case Model	A	G	G	W				
Software Architecture Document	A				W		G	G
Use Case Specification	A	G		G	G	W		G
Use Case Realization					G	G	W	
Component					G		W	G

 = Write / responsible for
  = Contribute / review
  = Formally Accept