RACI Chart Template

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| **Task/Person** |  |  |  |  |  |  |
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| **Code** | **Stands for** | **This is the person who is….** |
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| R | Responsible | **Responsible** for performing the task or creating the document |
| A | Accountable | **Accountable** for the task or document such as the project manager, supervisor , or technical lead |
| S | Supports | Provides **support** for the task, such as materials or documents (for RASCI chart) |
| C | Consult | Provides **consulting** or expertise to the person responsible for the task or document and others. |
| I | Inform | **Informed** of task progress or results, usually by the person responsible. |