

RACI Chart Guidance

A RACI chart is a simple matrix used in project management to define and clarify team roles and responsibilities for each task, milestone, or decision. It helps eliminate confusion and ensures that key activities don't get missed.

The acronym RACI stands for:

- + **R - Responsible:** The person or people who do the work to complete the task.
- + **A - Accountable:** The single person who is ultimately answerable for the correct and thorough completion of the task. There must be only one "A" per task.
- + **C - Consulted:** People who provide input, feedback, or expertise. This is a two-way communication.
- + **I - Informed:** People who are kept up-to-date on progress. This is a one-way communication.

Project Management RACI Chart Example

This chart outlines the roles for common phases and tasks within a typical project.

Task / Deliverable	Project Sponsor	Project Manager	Team Member(s)	Client / Customer	Steering Committee
1. Project Initiation					
Define Project Goals & Scope	A	R	C	C	I
Secure Project Budget	A	R			I
Create Project Charter	A	R	C	I	I

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Task / Deliverable	Project Sponsor	Project Manager	Team Member(s)	Client / Customer	Steering Committee
2. Project Planning					
Develop Project Schedule	I	A	R	C	I
Create Budget & Resource Plan	C	A	R		I
Risk Assessment	C	A	R	C	I
3. Project Execution					
Complete Project Tasks	I	A	R	I	I
Manage Stakeholder Comms	C	A	R	R	I
4. Monitoring & Control					
Track Progress & Status	A	R	C	I	I
Manage Risks & Issues	A	R	C	I	C
Budget Management	A	R			I
5. Project Closure					
Final Deliverable Acceptance	A	C	I	R	I
Lessons Learned Analysis	C	A	R	C	I
Final Project Report	A	R	I	I	I

How to Create and Use Your Own RACI Chart

Your Quality Committee should see both Compliance Monitoring and Effectiveness Monitoring. A log dominated by only one type of evidence signals a potential weakness:

- 1. Identify Project Tasks:** List all the key tasks, milestones, and decisions for your project down the left-hand column. Be specific.
- 2. Identify Project Roles:** List all the people or functional roles involved in the project across the top row.
- 3. Assign the RACI Codes:** Go through each task and assign the letters (R, A, C, I) to the relevant roles.
- 4. Review and Validate:** Analyze the chart for potential issues:
 - Is there one (and only one) "A" for every task? If not, there's no clear ownership. If there's more than one, it will cause confusion.
 - Is there at least one "R" for every task? If not, nothing will get done.
 - Are there too many "C"s or "I"s for a single person? This can lead to information overload or decision paralysis.
 - Does any one person have too many "R"s? This person may be a bottleneck or overworked.
- 5. Share and Discuss:** Use the completed chart to get agreement from your team. It should be a living document that clarifies who does what, especially when new tasks or team members are added.

