

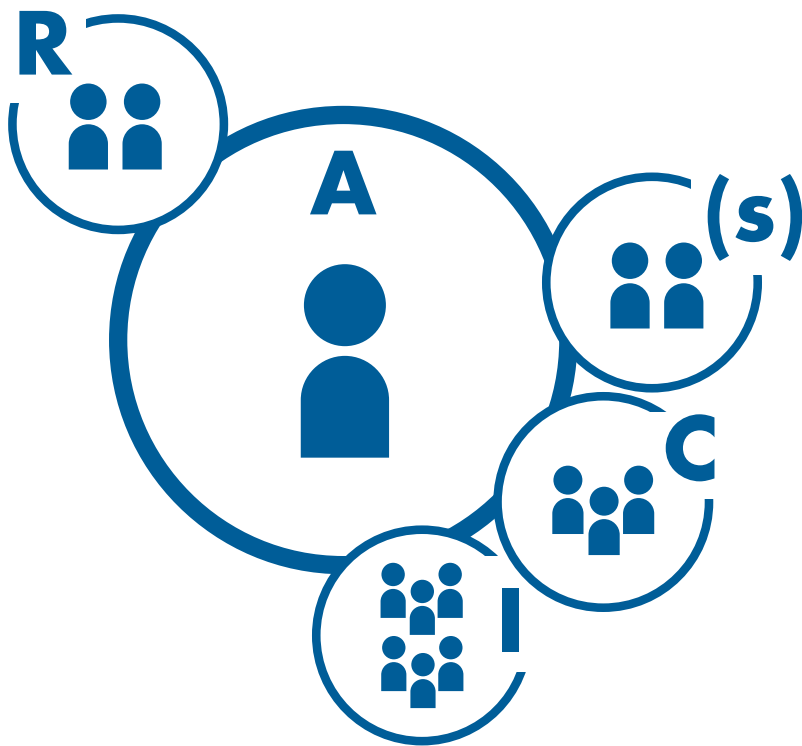
RA(s)CI PROJECT MANAGEMENT

WHAT IS RA(S)CI?

RA(s)CI (RA-skee), also referred to as RACI, is a project management tool that assigns roles for activities or goals within a larger project.

WHY USE IT FOR YOUR NEXT PROJECT

This tool prevents confusion and ensures team members know everyone's role and the activities that need to be completed. Knowing their own role sets expectations for their work outputs and behavior.¹



R

RESPONSIBLE: Person who must **perform the work**, responsible for the activity until the work is finished and approved by the person accountable (A) for the activity. Responsibility can be shared, but there is typically only one person.

A

ACCOUNTABLE OR FINAL APPROVING AUTHORITY: Person who must **approve the work** performed by the person responsible (R) for an activity, and who becomes responsible for it after approval. There is generally one person accountable for each activity.

(s)

SUPPORT: Person who may **assist in completing** an activity by actively contributing in its execution. In general, there may be several people assigned to this responsibility for an activity.

C

CONSULTED: Person whose opinion is sought while performing the work and with whom there is two-way communication. They help to **complete the activity in a passive way**. There may be several people assigned to this responsibility for an activity.

I

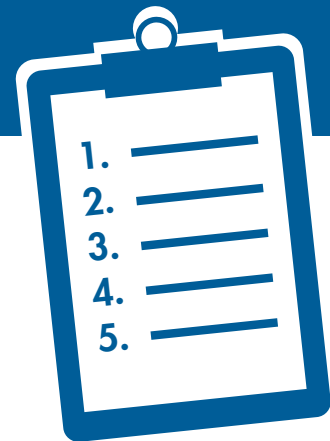
INFORMED: Person who is **kept up-to-date** about the **progress** of an activity and/or the **results** of the **work**, and with whom there is one-way communication. In general, there may be more than one person informed about an activity.

¹<https://project-management.com/understanding-responsibility-assignment-matrix-raci-matrix/>

HOW DO YOU USE RA(s)CI?²

1. IDENTIFY ALL TASKS

- Identify all tasks which need to be completed for your project and place them in your RA(s)CI chart
- The task list should not exceed 25 tasks or be fewer than 10³



2. IDENTIFY THE STAKEHOLDERS

- Identify who the stakeholders are for your project:
 - Your project team
 - Administrative support for your project (may not be directly involved in your team)
 - Individuals in your reporting structure, external stakeholders, and those who need to be consulted during your project
- Input the stakeholders name into your chart



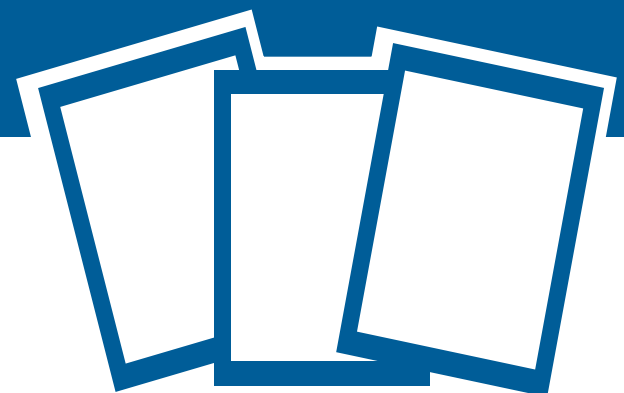
3. ASSIGN WHO IS RESPONSIBLE

- For each task, assign
 - One person who is Responsible (R)
 - One who is Accountable (A)
 - Those who are needed for Support (S)
 - If anyone needs to be Consulted (C)
 - Those who need to be Informed (I) about the progression or completion of a task



4. DISTRIBUTE CHART TO STAKEHOLDERS

- Once the chart has been completed
 - Distribute to all stakeholders
 - Ensure understanding of their role



5. UPDATE THE CHART

Be flexible and continually update the matrix if any changes need to be made.



²<https://expertprogrammanagement.com/2010/01/how-to-use-a-raci-matrix-raci-model/>

³Smith, M.: Role And Responsibility Charting (RACI). In: Project Management Forum (PMForum), p. 5 (2005)

RA(s)CI CHART

R: Responsible
A: Accountable
(s): Supporting
C: Consulted
I: Informed

Who is responsible to finalize

Decisions/Actions

[illegible]

For tips on chart completion, examples, and how to avoid common pitfalls please refer to this article.