

RACI Template

A **responsibility assignment matrix**, also known as **RACI matrix** or **linear responsibility chart**, describes the participation by various roles in completing tasks or deliverables for a project or business process. It is especially useful in clarifying roles and responsibilities in cross-functional/departmental projects and processes. It is also useful when there is a newly formed team or individuals are new to their roles. RACI is an acronym derived from the four key responsibilities most typically used: Responsible, Accountable, Consulted, and Informed.

Project/Work	Responsible	Accountable	Consult	Inform
What	Who	Who	Who	Who
List the project and/or processes that need clarity. Break down project/process pieces into enough smaller parts to create clarity needed. Avoid too being too granular and getting lost in detail.	Roles, tasks or activities that you are directly (or in partnership) responsible for or are the one who completes the task/performs the activity or does the work	Roles, task or activities that you have the ultimate YES/NO or veto authority around (only 1 person accountable)	Roles, task or activities that you need to provide feedback and contribute to the activity and have an active voice in the final decision	Roles, task or activities that you need to know of the decision or action agreed to or taken

