

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 you are directly (or in partnership) responsible for or are the one who completes the task/performs the activity or does the work. | Roles, tasks, or activities you have the ultimate YES/NO or veto authority around (only 1 person accountable). | Roles, tasks, or activities you need to provide feedback and contribute to the activity and have an active voice in the final decision. | Roles, tasks, or activities you need to know of the decision or action agreed to or taken. |
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