

# What is a RACI Matrix?

- A RACI Matrix is a simple tool used to clarify roles and responsibilities during a project or organisational change.
- RACI stands for Responsible, Accountable, Consulted, and Informed.
- A RACI Matrix enables you to specify who is responsible, who is accountable, who should be consulted, and who should be informed, for every task that makes up your project.

# Meaning of R-A-C-I

R

These are the people responsible for doing the work of the task. There can be more than one and they actually perform the task.

A

This is the person who is ultimately accountable for the work being done in a satisfactory manner. Essentially, the Accountable person must sign-off the work that the Responsible person produces. There should be only 1 accountable person.

C

These people whose input is used to complete the task. Communication is 2-way.

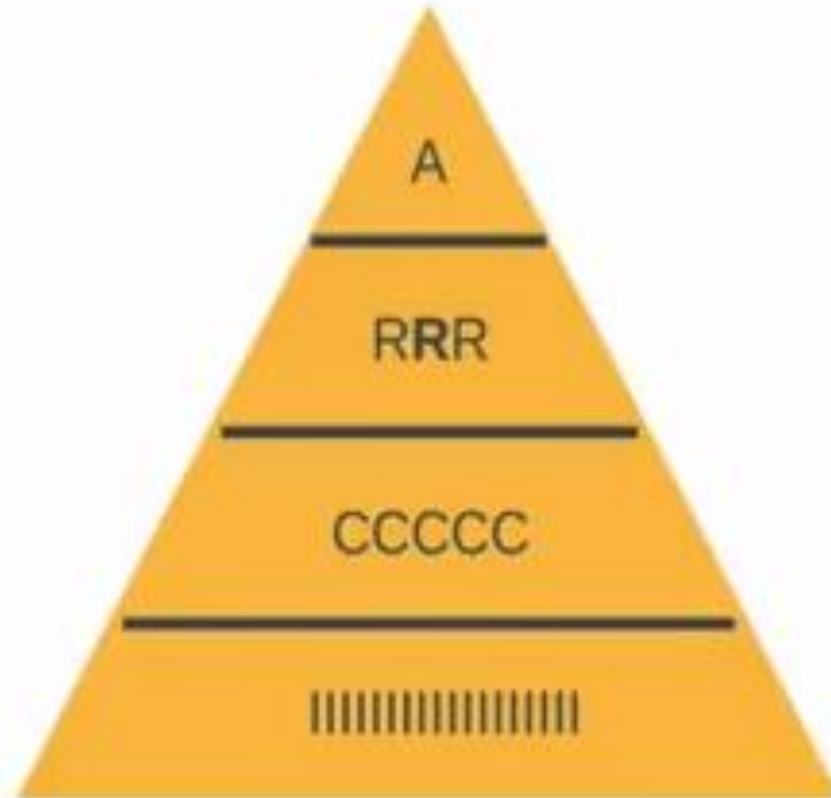
I

Those people who are informed as to the status of the task. Communication is 1-way.

# RACI Matrix Template

RACI Matrix Template																
R	RESPONSIBLE: Person(s) responsible for doing the work				Leadership Team				Project Team				External Resources			
	A	ACCOUNTABLE: Person accountable for signing off the work (max. 1)				DG	JR	Whole Team	DS	KG	NR	AAP	CF	BP	AJ	SD
C		CONSULTED: Person consulted before and during task														
	I	INFORMED: Person informed of work progress/completion														
Work Area	Task Description				DG	JR	Whole Team	DS	KG	NR	AAP	CF	BP	AJ	SD	SP
Reporting	Report project status each Friday				A	I	I	I	R	R						
	Report risks monthly				A			C	R	C	C					
	Report on external progress											A/C	R	R		
Planning	Create launch plan						A		R	R	R	R	R	I	I	I
	Create rollback plan				C	C	A		C	C	R	R				
Execution	Build all deliverables				C	I		I	R	R						
	Setup test environment				C			A/C		R	R	C				
	Setup live environment							A/C	R	R	R	C				

# The RACI Triangle





# RACI Matrix Best Practice

- ✓ Create the RACI chart with your team to ensure their buy-in.
- ✓ Make sure that every task has one and only Accountable person.
- ✓ Ensure Accountable actually have the authority to sign off on the task in question.
- ✓ Try to push authority down the organisation by assigning A's to the lowest rank people possible.
- ✓ Can R's be removed from a task to enable it to be completed more quickly?
- ✓ Can Cs be reduced? Too much 2-way communication slows a task down.
- ✓ Too many I's can create a reporting burden. Is it possible to agree the plan and then only inform people when something exceptional happens?

# Advantages / Disadvantages

## Advantages:

- Provide clarity over who is to do what.
- Allows you to ensure each task has the right roles assigned.
- Helps you avoid the blame game.

## Disadvantages:

- If a task has lots of Rs - who is responsible?
- Can take trial and error to find the right granularity.