

RACI MATRIX



A RACI Matrix can be used in Projects to assign responsibility for various activities.



What are the 4 Components of a RACI Matrix

Responsible

Refers to the person who completes the task - 'the Doer'.

At least one person responsible for a task.

Accountable

Person who is ultimately answerable for activity or decision.

Has final authority over activity
Typically only one person accountable.

Consulted

Adviser for given task.
An expert who's opinion is sought for a given activity.
Minimise the number of 'Consulted' as this could slow down the process.

Informed

The people who are kept updated on how the process is going.

Will keep you updated on activity completion and who will take action as a result of the outcome

Convert the RACI into a table for ease of communication



RACI Matrix Sample

Activity Name	Activity 1	Activity 2	Activity 3	Activity 4
W.Hale	R	C	C	I
A.Nother	A	A	I	C
V.Olcano	I	I	A	R
K.Night	C	R	R	A

