RACI Matrix

What is the RACI Matrix?

It is likely that your team has a lot to accomplish, so doing work that some else has already done is particularly painful.

The **RACI Matrix** is a system that brings structure and clarity to the roles people play on your team. It is a simple grid that you can use to ensure every task is completed efficiently without overtaxing your team with extra work.

R Responsible	*Do the work*	Individuals identified with an "R" are the people who complete the task. You may have more than one R. If you do, you may want to assign a R1 – meaning that is the person who makes sure the work is complete.
A Accountable or Authorize	*Make the decision or evaluate the work*	The individual who is ultimately responsible for the quality of work is identified with an "A". The "A" role can approve or veto a decision or determine if a particular task or activity has been done well.
C Consult	*Offer advice and expertise*	A person is given a "C" role if they have a particular knowledge to contribute to the decision or the task. The "C" role must be included before the decision is made or an action taken.
I Inform	*Receive information only*	People identified with the "I" role do not participate in the decision before it's made but need to know the outcome to do their job well.. They are informed of the decision or process but have no input.

Instructions

1. List team tasks, activities and decisions in the first column.

2. Assign team members to appropriate RACI roles.

Tips:

- Involve the whole team in completing the matrix –
    - They often know best what tasks that must be completed to ensure success
    - Each person listed on the Matrix will be aware of their role
    - Entire team will have greater buy-in if they were involved from the beginning
- Do not list more people than necessary.
- Consulted and Informed are optional.

Task	Responsible	Accountable or Authorize	Consult	Inform