RACI Matrix

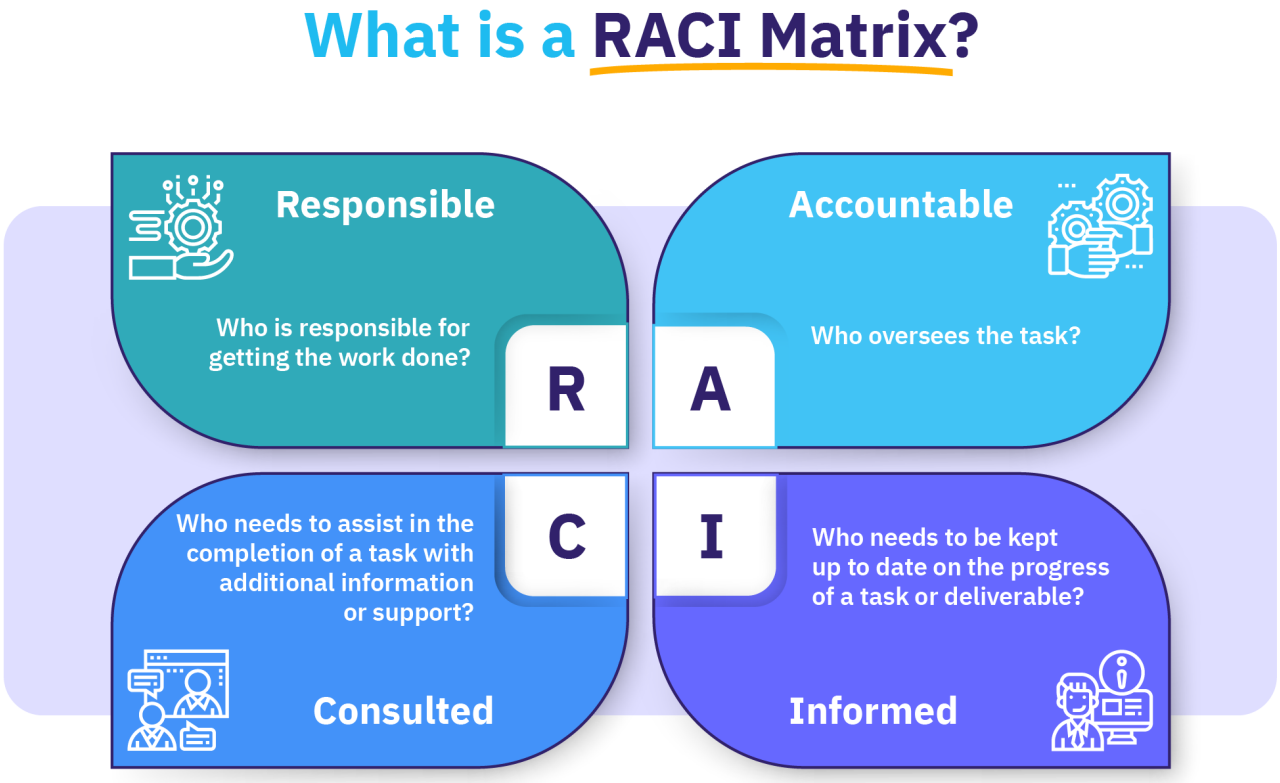
What is RACI?

In business and project management, a responsibility assignment matrix (RAM), also known as RACI matrix:

- Responsible
- Accountable
- Consulted
- Informed

This model describes the participation by various roles in completing tasks or deliverables for a project or process.

RACI is used for clarifying and defining roles and responsibilities in cross-functional or departmental projects and processes.



Source: AIHR

Role	What it means?	Details
R: Responsible	This refers to the person or role that performs the task or work. They are the ones “doing the work.”\	• Who is responsible for getting the work done? • This is the individual who executes a task, also known as the ‘hands on’ individual • They will generally report to a manager
A: Accountable	This is the role that has ownership of quality and the end result. They are the ones who delegate work to those responsible and have the authority to make final decisions.	• Who oversees the task • This is the individual who ensures the work gets done properly. • They are not hands-on, but rather responsible for managing the people who are executing tasks and ensuring that work is completed on time and at the required quality.
C: Consulted	These are the people whose input is sought for the task or decision. Their opinions are valued and they contribute to the completion of the work but they do not carry out the task.	• Who needs to assist the completion of a task with additional information or support? • This individual is not directly responsible for a task • However, they do provide information that assists the person responsible for a task • They are generally consulted for their expertise in a specific area

Role	What it means?	Details
I: Informed	These are the stakeholders who need to be kept in the loop about progress and decisions, but they do not have a direct role in the task or decision. They are essentially the recipients of updates and outcomes.	• Who needs to be kept up to date on the progress of a task or deliverable? • This is generally an upper management stakeholder or potentially a client • They do not have immediate input on the project but may be the project’s owner

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