RACI Matrix

A SIMPLE GUIDE TO GETTING THINGS DONE

What is a RACI Matrix?

RACI - Resource Assignment Matrix

Project Name: _____   **Project Manager:** _____

R - Responsible - who performs the task   A - Accountable - who signs off   C - Consulted - who provides expert judgement   I - Who is kept informed

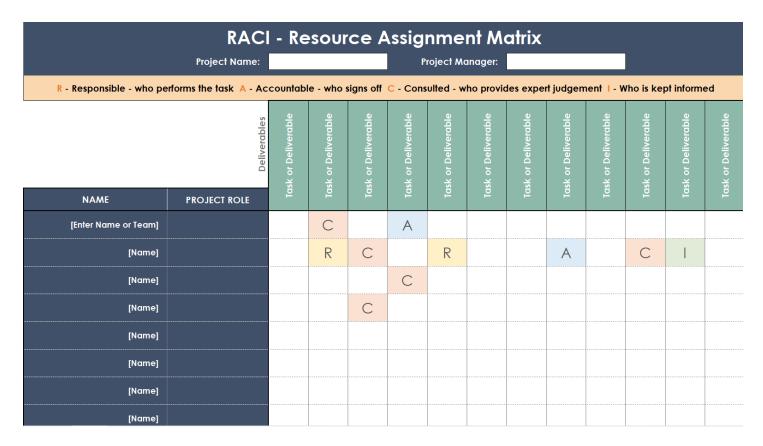| NAME	PROJECT ROLE	Deliverables	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable
[Enter Name or Team]				C		A								
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The RACI matrix is a simple tool that helps you clarify roles and responsibilities for tasks and projects. It's an acronym that stands for:

- **R**esponsible
- **A**ccountable
- **C**onsulted
- **I**nformed

The RACI Breakdown

Let's break down what each letter means in the context of a project:

- **Responsible**: This person does the work. They're the ones you can count on to get the job done.
- **Accountable**: This person makes sure the work gets done. They're the one who takes the heat if things go wrong.
- **Consulted**: These are the people you ask for input and advice. They're the wise mentors who give feedback and guidance.
- **Informed**: These people need to know what's going on, but they don't get involved in the nitty-gritty.

How to Create a RACI Matrix

Here's a step-by-step guide:

1. **List Your Tasks**: Start by writing down all the tasks or deliverables involved in your project. Make a list of everything that needs to get done.
2. **Identify Roles**: Identify all the roles involved in your project. This could be individual team members, departments, or external stakeholders.
3. **Create a Grid**: Make a table with tasks listed across the top and roles down the left side.
4. **Assign RACI**: For each task, assign one or more of the RACI roles. Remember to only have one Accountable person per task to avoid chaos!

Here's what a basic RACI matrix might look like:

RACI - Resource Assignment Matrix

Project Name: Organise monthly meeting **Project Manager:** John Doe

R - Responsible - who performs the task A - Accountable - who signs off C - Consulted - who provides expert judgement I - Who is kept informed

NAME	PROJECT ROLE	Schedule the meeting	Prepare the agenda	Send out invitations	Set up meeting room	Conduct the meeting	Take meeting notes	Distribute notes	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable	Task or Deliverable
Marketing Team													
Manager		A	R	A	A	R	A	A					
Team Member 1		I	A	I	I	A	I	I					
Team Member 2		I	I	I	R	I	I	I					
Organizer		R	C	R	I	I	R	R					

Explanation of Roles and Responsibilities

Schedule the Meeting:

Responsible (R):	Accountable (A):	Informed (I):
Organizer handles scheduling and finding a time that works for everyone.	Manager approves the meeting time and makes sure it's appropriate	Team Members and IT Support are informed about the scheduled time.

Prepare the Agenda:

Responsible (R):	Consulted (C):	Informed (I):
Manager creates the agenda with input from key stakeholders.	Organizer helps gather topics or feedback from the team.	Team Members receive the agenda to know what to prepare.

Send Out Invitations:

Responsible (R):	Accountable (A):	Informed (I):
Organizer sends invitations and manages RSVPs.	Manager ensures the right people are invited.	Team Members need to respond to the invitation.

Set Up Meeting Room:

Responsible (R):	Accountable (A):	Informed (I):
Team Member 2 sets up any required equipment and layout for the room.	Manager all resources required are available.	Organizer is kept in the loop to ensure the room is ready.

Conduct the meeting:

Responsible (R):	Accountable (A):	Informed (I):
Team Members engage and participate actively.	Manager leads the meeting and keeps it on track.	Organizer may need to be aware for note-taking purposes.

Take meeting notes:

Responsible (R):	Accountable (A):	Informed (I):
Organizer takes detailed notes during the meeting.	Manager ensures notes capture all key points and decisions.	Team Members are informed that notes are being recorded.

Distribute Notes:

Responsible (R):	Accountable (A):	Informed (I):
Organizer sends out the notes to all attendees.	Manager reviews the notes for accuracy before distribution.	Team Members receive the notes for reference and follow-up.

Benefits of Using a RACI Matrix

- **Clarity:** Everyone knows who is doing what and when.
- **Efficiency:** Tasks are completed without duplication or confusion.
- **Accountability:** There's always a clear point of contact for each task.
- **Communication:** Keeps everyone informed and aligned with project goals.

Common Pitfalls to Avoid

- **Too Many A's:** Make sure only one person is Accountable for each task to avoid confusion.
- **Overlooking Informed:** Ensure all relevant people are kept in the loop to prevent miscommunication.
- **Underutilizing Consultation:** Don't skip consulting the right people; their input can be valuable.

Contact

Creating an efficient team requires ongoing collaboration and effort. If you'd like a more detailed and personalized approach to building a high-performing team, feel free to reach out at +40 749 089 081. We're here to help!

How I can help you

I specialize in three core areas: Business Consultancy, ISO integrated Management Systems, and Learning and Development. Here's how my expertise can support your business: