

RACI matrix

Instructions:

Use this RACI matrix to define roles and responsibilities for each task or deliverable in your project.

- **List project tasks in the left-hand column.**
- **List team roles across the top row.**
- **For each task and role, assign one of the following:**
 - **R – Responsible: Does the work**
 - **A – Accountable: Owns the outcome (only one A per task)**
 - **C – Consulted: Provides input**
 - **I – Informed: Needs to be kept in the loop**

[illegible]