

RACI Matrix Template

A RACI Matrix defines roles and responsibilities for key tasks within a project or process. It ensures clarity, reduces confusion, and supports accountability by outlining who is Responsible, Accountable, Consulted, and Informed for each activity.

1. Purpose of This Tool

- ☐ Clarify ownership and accountability for all project tasks.
- ☐ Prevent duplication of effort and role confusion.
- ☐ Improve communication and decision-making.
- ☐ Ensure that every activity has a clear point of responsibility.
- ☐ Provide a simple reference for project governance.

Tip: A RACI works best when created collaboratively with everyone who owns or contributes to key activities.

2. RACI Definitions

Role	Description
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R – Responsible	The person who completes the task or delivers the work.
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A – Accountable	The person ultimately answerable for the outcome; one per task.
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C – Consulted	People who provide input, advice, or expertise before completion.
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I – Informed	People kept updated on progress or decisions.
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- ☐ Review and confirm these definitions with the team before completing the matrix.

Tip: Only one person should be Accountable for each task to maintain clear ownership.

Notes

3. Project Overview

Field	Details
Project Name	
Department / Function	
Project Manager	
Version	
Date	

☐ Record key project details for reference.

Tip: Each RACI matrix should be tied to a specific project or process.

4. RACI Matrix

Task / Deliverable	Project Sponsor	Project Manager	Team Member A	Team Member B	HR	IT	Finance	Notes
Define project scope	A	R	C	I				
Create project plan		A	R	C				
Approve budget	A						R	
Communicate updates		R			C	I		
Conduct testing			R	A			C	
Deliver final report	A	R	C					

☐ Replace names or departments as needed.

☐ Review with stakeholders to confirm agreement before finalising.

Tip: The simplest RACIs often work best - avoid overcomplicating with too many roles per task.

5. Role Clarification Checklist

- ☐ Each task has one Accountable person.
- ☐ Responsibilities are realistic and clearly defined.
- ☐ All key stakeholders have been consulted.
- ☐ Communication expectations are documented.
- ☐ No tasks are left without an owner.

Tip: Reviewing the checklist ensures the RACI remains practical and usable.

6. Communication Pathways

Role / Group	Information Required	Frequency	Communication Channel	Owner
Project Sponsor	Project status updates	Weekly	Email / Dashboard	Project Manager
Project Team	Progress and blockers	Daily	Stand-up meeting	Team Lead
Stakeholders	Major decisions and milestones	Monthly	Report / Presentation	Project Manager

- ☐ Define how information flows between responsible parties.

Tip: A clear communication plan complements the RACI for smoother collaboration.

7. RACI Validation Log

Date Reviewed By Changes Made Next Review

- ☐ Update the matrix as responsibilities shift during the project lifecycle.

Tip: Projects evolve - review the RACI after every major milestone.

Notes

8. Example Analysis Questions

- ☐ Are there any tasks with multiple Accountables?
- ☐ Are there any roles overloaded with too many responsibilities?
- ☐ Are key decision-makers clearly identified?
- ☐ Are all stakeholders properly informed?
- ☐ Are any tasks missing an owner entirely?

Tip: Use these questions during project reviews to ensure ongoing clarity.

9. Summary Table (Optional)

Category	Count	Notes
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Total Tasks		
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Responsible Roles		
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Accountable Roles		
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Consulted Roles		
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Informed Roles		
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- ☐ Provides a quick overview of responsibility distribution across the project.

Tip: This helps identify workload balance or potential gaps across teams.

10. Example Simplified RACI Chart (Visual Option)

Category	Responsible	Accountable	Consulted	Informed
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Planning				
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Execution				
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Reporting				
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Closure				
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- ☐ A simplified view is useful for high-level leadership reporting.

Tip: Keep visuals updated and consistent with the main RACI table.

How to Use This Template

Use this tool during the planning stage of any project to ensure everyone understands their roles. Review it periodically as the project evolves. Combine it with the Stakeholder Mapping Tool and Action Tracker Template for a complete accountability and communication framework.

Notes