

RACI Matrix

[Project Title]

Roles and Responsibilities

Responsible, Accountable, Consulted, Informed

		ROLES														
		Sponsor	Name or Role	Name or Role	Name or Role	Name or Role	Project Manager	Technical Lead	Name or Role	Name or Role	Name or Role	Consultant	Name or Role	Name or Role	Name or Role	
Deliverable or Task	Status	Sponsor / Leadership					Project Team					Other Resources				
Phase 1																
Deliverable/Task 1		A	R				I									
Deliverable/Task 2		A		R			I									
Phase 2																
Deliverable/Task 1		C	I				A	R								
Deliverable/Task 2			I				A		R							
Phase 3																
Deliverable/Task 1			I				A	I		R		C				
Deliverable/Task 2			I				A	I	R			C				
Phase 4																
Deliverable/Task 1				I			A	R				C				
Deliverable/Task 2				I			A		R							
<i>Insert new rows above this one</i>																

- D** Driver
Assists those who are responsible for a task.
- R** Responsible
Assigned to complete the task or deliverable.
- A** Accountable
Has final decision-making authority and accountability for completion. Only 1 per task.
- S** Support
Provides support during implementation.
- C** Consulted
An adviser, stakeholder, or subject matter expert who is consulted before a decision or action.

Must be informed after a decision or action.

◀ Insert more roles by inserting new columns

◀ Edit role categories to aid in organization

Edit color-coding via Home > Conditional Formatting

To clear the sample set of data, select cells and press Delete

◀ Delete unneeded rows to remove from the drop-down lists

◀ Edit the table of abbreviations and definitions as needed

