

# ASSIGNMENT OF RESPONSIBILITIES

## A RESPONSIBILITY ASSIGNMENT MATRIX | GUIDE

- 1. Identify all the tasks involved in delivering the project and list them on the left-hand side of the chart in completion order.
- 2. Identify all the project stakeholders and list them along the top of the chart.
- 3. Complete the cells of the model identifying who has responsibility, accountability and who will be consulted and informed for each task.
- 4. Ensure every task has at least one stakeholder *Responsible* for it.
- 5. No tasks should have more than one stakeholder *Accountable*.
- 6. Share, discuss and agree the RACI model with your stakeholders at the start of the project. This includes resolving any conflicts or ambiguities.

### RACI chart definition guide

|             | DEFINITION                                                                                                                         | NUMBER OF TEAM MEMBERS TO ASSIGN |
|-------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Responsible | Does the work to complete the task                                                                                                 | At least 1 per task              |
| Accountable | Delegates work and is the last one to review the task or deliverable before it's deemed complete                                   | Limit to 1 per task              |
| Consulted   | Provides input based on either how it will impact their future project work or their domain of expertise on the deliverable itself | No max or minimum                |
| Informed    | Needs to be kept in the loop on project progress, rather than roped into the details of every deliverable                          | No max or minimum                |

Graphic: [www.teamgantt.com/blog/raci-chart-definition-tips-and-example](http://www.teamgantt.com/blog/raci-chart-definition-tips-and-example)