

RACI Matrix

Role \ Task	Role 1	Role 2	Role 3	Role 4	Role 5	Role 6
Task 1	R		C			
Task 2	R		A		C	
Task 3	R	R	I	A		I
Task 4			C		R	
Task 5	A	C		I		
Task 6		I	C	C		R



Responsible

Person assigned to do the activity.

Accountable

Person makes final decisions and has the ownership.

Consulted

Person who must be consulted before a decision or action is taken.

Informed

Person who must be informed when a decision or action has been taken.

