

RACI template

Project: [Project Name]

Last Updated: @September 15, 2024

Task / Deliverable	Responsible	Accountable	Consulted	Informed
[Task 1]				
[Task 2]				
[Task 3]				
[Task 4]				
[Task 5]				

Legend:

- **R - Responsible:** Who is responsible for performing the task?
- **A - Accountable:** Who is accountable for the task's completion?
- **C - Consulted:** Who should be consulted before a decision or action is taken?
- **I - Informed:** Who should be informed about the task's progress or decisions?

Instructions:

1. Replace [Project Name] with your specific project title.
2. List all major tasks or deliverables in the first column.
3. For each task, assign roles (R, A, C, I) to team members or departments.
4. Ensure there is only one 'A' (Accountable) person per task.
5. Update the template regularly as the project progresses.

Remember: A well-defined RACI matrix helps clarify roles and responsibilities, improving project efficiency and communication.