

RACI Toolkit

RACI Charts (Responsible, Accountable, Consulted, Informed) help clarify and visually show roles and responsibilities of tasks.

RACI Defined

Responsible

Performs and completes the task. REQUIRED, but can have multiple per task.

Has ultimate ownership of the task. Required, but ONLY ONE per task.

Accountable

Consulted

The person/role that is consulted BEFORE a task. Usually a two way communication. Not required for each task.

The person/role that is informed AFTER a task is done. Usually a one way communication. Not required for each task.

Informed

RACI can be used in combination with other PM tools such as a schedule and communication plan. A RACI template is available in Excel.

Put into practice

A RACI Chart can be used for:

- Project or staff workload analysis
- Process documentation
- Roles and responsibility clarification for teams and new employees

Team involvement in creation is key for acceptance and use. Utilize your RACI frequently to assist with efficient team work and positive communication.

A
RRR
CCCC
IIIIIIIIII

HINT: Only 1 person can be Accountable & keep Responsible to a minimum

Tips & Tricks

Task	John	Fred	Tom
Task A		C/I	A
Task B	R	A	A
Task C	R	R	R

Make sure each task has an A and R. There can't be more than one A per task. Too many R's creates confusion so consider dividing up into subtasks

Look for resource workload issues and consider redistributing the work

Sue	Jane
I	A/R
	R
	R
A	R

Contact AITS PMO (aits_pmo@uillinois.edu) for additional information or assistance

Need more Project Management information? Visit: <http://go.illinois.edu/PMToolkit>