RACI Matrix

**Responsible:** Who will be doing the task?

**Accountable:** Who is going to approve or has authority to make decision?

**Consulted:** Who can tall me more about it?

**Informed:** Who needs to be kept updated about progress?

|  |  |
| --- | --- |
| **Process** | **Position or Name of Person** |
| **Name** **#1** | **Name****#2** | **Name** **#3** | **Name** **#4** |
|   |  |  |  |  |
|  |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **R = Responsible, A = Accountable, C = Consulted, I = Informed** |