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?

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