

RACI Matrix (Sample)

Responsible: Who will be doing the task?

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

Consulted: Who can tell me more about it?

Informed: Who needs to be kept updated about progress?

Process	Position or Name of Person			
	Dept. Manager	Dept. Supervisors	Director of Department	CED
Develop Job Plan Template	R	A	C/I	
Create job plan for all positions	C	R/A	I	
Develop library of training resources	C	A	I	R
Create communication plan for organization	R		A/C	
Roll out training for everyone on new process	C	R	I	C
R = Responsible, A = Accountable, C = Consulted, I = Informed				