

Workshop Samples 

Organising your team with RACI

RACI Definitions

R	Who is Responsible	The person who is <i>assigned</i> to do the work
A	Who is Accountable	The person who makes the <i>final decision</i> and has the <i>ultimate ownership</i>
C	Who is Consulted	The person who must be consulted <i>before</i> a decision or action is taken
I	Who is Informed	The person who must be informed that a decision or action <i>has</i> been taken


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RESPONSIBLE "R"

"The Doer"

The "doer" is the individual(s) who actually complete the task.	The "doer" is responsible for action/ implementation.	Responsibility can be shared.	The degree of responsibility is determined by the individual with the "A".
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ACCOUNTABLE "A"

"The Buck Stops Here"

The accountable person is the individual who is ultimately answerable for the activity or decision.	This includes "yes" or "no" authority and veto power.	Only one "A" can be assigned to an action.
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CONSULT "C"

"In the Loop"

The consult role is individual(s) (typically subject matter experts) to be consulted prior to a final decision or action.	This is a predetermined need for two-way communication.	Input from the designated position is required.
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INFORM "I"

"Keep in the Picture"

This is individual (s) who needs to be informed <i>after</i> a decision or action is taken.	They may be required to take action as a result of the outcome.	It is a one-way communication.
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RACI Chart- 5-Step Process

1. Identify work process
 - Start with high impact areas first
 - select 10 – 25 areas
2. Determine the decisions and activities to chart
 - Avoid obvious, generic or ambiguous activities
3. Prepare a list of roles or people involved in those tasks
 - Roles can be individuals, groups or entire departments
4. Develop the RACI chart
 - As a general rule, first assign R's then determine who has the A, then complete C's and I's
5. Get feedback and buy-in