**RACI Matrix Template**

**Project Name: <enter project name>**

**Roles Table**

|  |  |
| --- | --- |
| **Role Title or Name** | **Description** |
| Project Manager | Example: The Project Manager plans, organizes, tracks, controls, and leads the project activities and ensures the project is delivered on time, within budget, and to the required quality standards. The project manager has the responsibility to:   * Develop the project charter with the sponsor and key stakeholders. * Manage and lead the project team. * Manage the coordination of the partners and the working groups. * Develop and maintain a detailed project plan. * Report on project status and escalate issues |
| Project Sponsor | Example: The Project Sponsor is the advocate of the project within the organization, with the authority and commitment to help make it succeed. The sponsor assists the project manager by: providing or locating resources and funding; ensuring project goals align with department strategy; helping overcome obstacles; and validating project phases. |
| <Title> |  |
| <Title> |  |
| <Title> |  |
| <Title> |  |

**RACI Chart (Roles and Responsibilities)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity Categories** | **Project Manager** | **Sponsor** | **Role 3** | **Role 4** | **Role 5** | **Role n…** |
| Activity Category 1 | R/A/C/I | R/A/C/I | R/A/C/I | R/A/C/I | R/A/C/I | … |
| Activity Category 2 | R/A/C/I | R/A/C/I | R/A/C/I | R/A/C/I | R/A/C/I | … |
| Activity Category 3 | R/A/C/I | R/A/C/I | R/A/C/I | R/A/C/I | R/A/C/I | … |
| Activity Category 4 | R/A/C/I | R/A/C/I | R/A/C/I | R/A/C/I | R/A/C/I | … |
| Activity Category n | R/A/C/I | R/A/C/I | R/A/C/I | R/A/C/I | R/A/C/I | … |

**RACI Key**

|  |  |  |
| --- | --- | --- |
| **Abbr.** | **Represents** | **Definition** |
| R | Responsible | Those who do work to achieve the activity, there can be multiple resources responsible. |
| A | Accountable | The role/resource who will sign off on the work and judge its completion and how it meets quality standards. There must be only one "A" specified for each activity. |
| C | Consulted | Those whose opinions, skills, knowledge are sought to complete the activity. |
| I | Informed | Those that need to know about the activity. |