Overview

RACI is…
- A role clarification process
- A means of getting work done efficiently by assigning and clarifying roles
- A matrix of tasks and responsibilities that specifies who does what
- A method for involving representatives of all interested parties at each step in the Plussing Process

Steps

- Identify activities / decisions that are shared across individuals or groups
- Identify individuals / groups involved in each activity
- Create a matrix describing the required involvement of each individual / group with respect to each action / decision

Roles

R Responsible to do the work (complete all assigned tasks) or make the decisionA
   Accountable to ensure the work is completed (supervises, reviews, approves, vetoes)
C Consulted for expertise / support (provides advice, recommendations and/or resources)
I   Informed of plans, progress and changes (but cannot influence, approve or veto)

Guidelines

Description of Actions / Decisions
- Must describe a specific action or decision
- Must use descriptive actions verbs (IE-determine, identify, document, record, categorize)

Levels of Involvement
- Begin by selecting one 'R'
- Limit the number of 'A's'
- Involve representatives of all stakeholders
- Base chart on 'work to be done,' not on title or organizational hierarchy

Actions / Decisions	CIP / RACI Team Members and Roles						
	Person/ Role 1	Person/ Role 2	Person/ Role 3	Person/ Role 4	Person/ Role 5	Person/ Role 6	Person/ Role 7
SPOT							
1.							
2.							
3.							
4.							
CLARIFY							
1.							
2.							
3.							
4.							
DECIDE							
1.							
2.							
3.							
4.							
IMPLEMENT							
1.							
2.							
3.							
4.							
EVALUATE							
1.							
2.							
3.							
4.							
SUSTAIN							
1.							
2.							
3.							
4.							