

# HOW TO USE RACI CHARTS

A RACI Chart helps teams analyze and define the various roles in a given project or task. Because it forces people to write down these roles, it can bring immense clarity to a team about who's doing what.

## **R = Responsible**

Those who do the work to complete the task. Can be multiple of these roles in a given project or decision.

## **A = Accountable (final approving authority)**

The one ultimately answerable for the correct and thorough completion of the deliverable or task, the one who ensures the prerequisites of the task are met and who delegates the work to those *responsible*. There **must** be only one *accountable* specified for each task or deliverable.

## **C = Consulted**

Those whose opinions are sought, typically subject-matter experts; and with whom there is two-way communication.

## **I = Informed**

Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication

## Sample Chart

This is an example of a home remodel project that used RACI to clarify various roles. Note that the left-hand column lists the tasks, which are typically figured out first. Then roles are defined.

	Homeowner	Architect	Project Manager	Contractor
1. Develop Plans	R	A	C	I
2. Develop Budget	A	C	R	C
3. Get Permits	I	C	A	R
4. Prepare Site	I	I	A	R
5. Exterior work	I	C	A	R
6. Interior work	I	C	A	R
7. Final Review	A	C	R	R