**RACI Explained**

**Responsible (R)-** This person is responsible for carrying out the activities required to complete the task. Each task must have one R member, but you can have multiple Rs per task.

**Accountable (A)-** This person is accountable for the project. In smaller projects, one person can be both R and A for the same task, but it is better to separate these roles for larger projects. This person will be answerable to the project manager about the progress. This person also needs to review the task to make sure it is being completed properly. It is best to have only one person who is A for each task.

*All tasks must have a Responsible and an Accountable team member.*

**Consulted (C)-** This person gives their input and helps define each task. This person needs contacted if any technical clarifications are needed or if the task needs changed or reviewed. Rs and Cs must have two-way communication.

**Informed (I)-** This person has no direct involvement in the task but is kept informed about the progress of the task. They have the potential to replace any R, A, or C who may leave the project.

**How to Create a RACI Chart:**

1. List the Roles (place horizontally in the chart’s top row)
2. List the Tasks (place vertically in the chart’s most left column)
3. Assign the Values (R, A, C or I)

Adapted from <https://www.youtube.com/watch?v=Q97uBi1mQ2g>