RACI Matrix

[Project Title]

Deliverable or Task	Status	ROLES														
		Sponsor	Name or Role	Name or Role	Name or Role	Name or Role	Project Manager	Technical Lead	Name or Role	Name or Role	Name or Role	Consultant	Name or Role	Name or Role	Name or Role	Name or Role
		Sponsor / Leadership					Project Team					Other Resources				
Phase 1																
Deliverable/Task 1		A	R				I									
Deliverable/Task 2		A		R			I									
Phase 2																
Deliverable/Task 1		C	I				A	R								
Deliverable/Task 2			I				A		R							
Phase 3																
Deliverable/Task 1			I				A	I		R		C				
Deliverable/Task 2			I				A	I	R			C				
Phase 4																
Deliverable/Task 1			I				A	R					C			
Deliverable/Task 2			I				A		R							
Insert new rows above this one																

D	**Driver**	Assists those who are responsible for a task.
R	**Responsible**	Assigned to complete the task or deliverable.
A	**Accountable**	Has final decision-making authority and accountability for completion. Only 1 per task.
S	**Support**	Provides support during implementation.
C	**Consulted**	An adviser, stakeholder, or subject matter expert who is consulted before a decision or action.
I	**Informed**	Must be informed after a decision or action.

RACI MATRIX TEMPLATE by Vertex42.com
https://www.vertex42.com/ExcelTemplates/raci-matrix.html
© 2018 Vertex42 LLC

About This Template

Use this template within your project team to help clarify and communicate roles and responsibilities for each task or deliverable. Start by inserting rows to define the tasks and deliverables and insert columns as needed to define the roles of sponsors, leaders, consultants, and project team members. Customize the abbreviations below the chart based on the method you are using (RACI, DRASCI, CAIRO, etc.).

Terms of Use / Copyright

More Project Management Templates

Visit Vertex42.com to download other project management templates, including different types of project schedules, Gantt charts, tasks lists, etc.
Project Management Templates

About Vertex42

Vertex42.com provides over 300 professionally designed spreadsheet templates for business, home, and education - most of which are free to download. Their collection includes a variety of calendars, planners, and schedules as well as personal finance spreadsheets for budgeting, debt reduction, and loan amortization.

Businesses will find invoices, time sheets, inventory trackers, financial statements, and project planning templates. Teachers and students will find resources such as class schedules, grade books, and attendance sheets. Organize your family life with meal planners, checklists, and exercise logs. Each template is thoroughly researched, refined, and improved over time through feedback from thousands of users.