

RACI Matrix



PROJECT:

	Key Milestones				
Role/Team Member					

RACI = **R**esponsible – **A**ccountable – **C**onsulted – **I**nformed

- Responsible: directly responsible for successfully completing a task
- Accountable: person with final authority over successful completion of task/deliverable
- Consulted: someone with unique insights the team will consult, usually a SME.
- Informed: client/executive not directly involved but should be kept up to speed.