RACI Chart

Project _____ **Prepared by** _____ **Date** _____

R = Responsible (does the work) · A = Accountable (owns the outcome; only one per task) · C = Consulted (gives input) · I = Informed (kept up to date)

Task / deliverable	[Role / name]	[Role / name]	[Role / name]	[Role / name]	[Role / name]	[Role / name]