RACI Chart Template

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task/Person** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

| **Code** | **Stands for** | **This is the person who is….** |
| --- | --- | --- |
| R | Responsible | **Responsible** for performing the task or creating the document |
| A | Accountable | **Accountable** for the task or document such as the project manager, supervisor , or technical lead |
| S | Supports | Provides **support** for the task, such as materials or documents (for RASCI chart) |
| C | Consult | Provides **consulting** or expertise to the person responsible for the task or document and others. |
| I | Inform | **Informed** of task progress or results, usually by the person responsible.  |