



# Roles and Responsibilities

## RACI Matrix

Responsible, Accountable, Support, Consulted, Informed

Deliverable or Task	ROLES														
	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role
	Business stakeholders					Project team					Other stakeholders				
<b>Phase 1</b>															
Deliverable/Task 1	S	R				I									
Deliverable/Task 2	A		R			I									
<b>Phase 2</b>															
Deliverable/Task 1	C	I				A	R								
Deliverable/Task 2		I				A		R							
<b>Phase 3</b>															
Deliverable/Task 1		I				A	I		R		C				
Deliverable/Task 2		I				A	I	R			C				
<b>Phase 4</b>															
Deliverable/Task 1			I			A	R					R		S	
Deliverable/Task 2			I			A		R							
<i>Insert new rows above this one</i>															

**R** Responsible  
**A** Accountable

Assigned to complete the task or deliverable.  
 Has final decision-making authority and accountability for completion. Only 1 per task.

<b>S</b>	<b>Support</b>
<b>C</b>	<b>Consulted</b>
<b>I</b>	<b>Informed</b>

**Provides support during implementation.**

**An adviser, stakeholder, or SME who is consulted before a decision or action.**

**Must be informed after a decision or action.**



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	Solution vendor team					Customer team					External stakeholders					
<b>Phase 1</b>																
Deliverable/Task 1		S	R							I						
Deliverable/Task 2		A		R						I						
<b>Phase 2</b>																
Deliverable/Task 1		C	I					A	R							
Deliverable/Task 2			I					A		R						
<b>Phase 3</b>																
Deliverable/Task 1			I					A	I		R		C			
Deliverable/Task 2			I					A	I	R			C			
<b>Phase 4</b>																
Deliverable/Task 1				I				A	R				R		S	
Deliverable/Task 2				I				A		R						
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ROLES	Owner	Business owner	Business analyst	Name or Role	Name or Role	Business analyst	Project manager	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role	Name or Role
	Business stakeholders					Project team					Other stakeholders			
<b>Deliverable or Task</b>														
<b>Area 1 Business analysis</b>														
<b>Stage A Strategy analysis</b>														
Business goal definition	A	R				I	I							
AS IS analysis	C	A	R			I								
TO BE analysis	C	A	R			R	I							
<b>Stage B Elicitation</b>														
<b>Process 2</b>														
Requirements sources identification	C	C	R			R	A							
SPOC identification		A	C			I	I							
<b>Phase 3</b>														
Deliverable/Task 1			I			A	I		R		C			
Deliverable/Task 2			I			A	I	R			C			
<b>Phase 4</b>														
Deliverable/Task 1			I			A	R				R		S	
Deliverable/Task 2			I			A		R						

*Insert new rows above this one*

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