

RACI Matrix

WORKSHEET

A grid that assigns one of four roles to everyone involved in a task or decision: Responsible for doing the work, Accountable for the outcome, Consulted before it is done, Informed after. Its whole discipline lives in one rule, exactly one Accountable name per row.

PREPARED BY _____ DATE _____

RESPONSIBLE

The person or role that does the work to complete the task.
Every task needs at least one R; more than one is workable but each addition dilutes ownership of the doing.

ACCOUNTABLE

The single name that answers for the outcome and signs it off.
Exactly one per task, holding real authority over it; often senior to the R, though it need not be. This is the load-bearing letter.

CONSULTED

People whose input is sought before or during the work, through two-way communication, because what they know can change what is done. The C list is where charts quietly rot.

INFORMED

People kept up to date on progress or completion through one-way communication. They need to know; they do not get a vote, and the chart should make that explicit.

RACI Matrix, 1970 · Originator: No single originator; evolved from mid-century responsibility charting.

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