

# BUSINESS VITAMINS

## RACI Diagram

### Introduction

A RACI Diagram is a tool that helps you to clearly identify and assign roles and responsibilities in your project. It also shows who is accountable for each activity, resulting in better decision making and accountability. A RACI diagram shows all the people involved in a project and their current status. The letters correspond to the four categories: Responsibility (R), Authority or Accountability (A), Consultation (C) and Information (I). Each role has its own letter code so that it can be easily identified on a chart or table.

### Definition

The RACI Diagram is a tool that can help you figure out who does what, how much work is involved in a task and the roles of different people in order to create or update your project plan.

### WHEN TO USE A PARETO CHART

This is a type of visual model that can be used to define roles and responsibilities. It's helpful when assigning tasks in projects because it makes sure that everyone knows what they are supposed to do, and helps identify any gaps or overlaps in the project plan so that the project can move forward smoothly.

### Details

RACI chart is a diagram that clearly defines the roles and responsibilities for a project. A RACI chart can also be referred to as a RACI model or a Responsibility Assignment Matrix. RACI charts can be used for the whole scope of a project, from delegating roles for project tasks to signing off on deliverables. The purpose of RACI charts is to reduce confusion and balance the workload within a project by clarifying who is responsible for what. RACI chart project management improves efficiency because it ensures multiple people are not working on the same task. It also ensures there are not too many people making decisions – since this usually means the decisions don't get made.

RACI charts make it easier to collaborate, especially on complex projects. It helps teams incorporate the skills and expertise of multiple people, without too much overlap or delay. RACI charts also make it easier to change roles in projects with multiple phases.

The Four letters in the acronym each correspond to a role. Here are the RACI chart definitions for each role:

#### **Responsible**

This is the person who completes the task. Ideally, there should only be one person carrying out a task, to avoid a “too many cooks in the kitchen” scenario. The other collaborators should fall within the other three roles.

#### **Accountable**

This is the decision-maker. This person is responsible for delegating the work and making sure it gets completed. The accountable person will also be the last one to sign off on a project before it's delivered. Oftentimes, this role goes to the project manager, but it could also be the “responsible” person if that person is able to have two tasks. Similarly, to the responsible role, there should only be one person assigned.

#### **Consulted**

This team member uses subject knowledge to suggest any changes or improvements based on his or her area of expertise. The consulted person will help provide a bigger picture. Unlike the responsible and accountable roles, it is often helpful for more than one person to be consulted on a project.

## Informed

This is everyone on a need-to-know basis. This includes everyone who needs to be updated on the project's development and completion. They don't need to be involved in every detail; they just need an update on the overall progress.

## Example:

To give a RACI chart example, let's say a company wants to launch an email marketing campaign. The roles for this project would include: copywriter, graphic designer, marketing specialist, and project manager. There are several tasks that would fall under this project including writing the email copy, designing the emails, and scheduling the campaign. For each task, the RACI roles should be assigned to a team member.

- **Task:** Write email copy
  - **Responsible:** Copywriter
  - **Accountable:** Project Manager
  - **Consulted:** Marketing Specialist
  - **Informed:** Designer
- **Task:** Design emails
  - **Responsible:** Graphic Designer
  - **Accountable:** Project Manager
  - **Consulted:** Marketing Specialist
  - **Informed:** Copywriter
- **Task:** Schedule campaign
  - **Responsible:** Marketing Specialist
  - **Accountable:** Project Manager
  - **Consulted:** Copywriter
  - **Informed:** Designer
- **Task:** Track and analyze campaign results
  - **Responsible:** Marketing Specialist
  - **Accountable:** Marketing Specialist
  - **Consulted:** Project Manager
  - **Informed:** Designer and Copywriter



## RACI Diagram

This diagram shows the relationship between tasks (activities), resources (people), responsibilities and commitment. It's most commonly used by organizations to understand the roles of various team members during different phases of an initiative.

Step	Project Initiation	Project Executive	Project Manager	Business Analyst	Technical Architect	Application Developers
1	Task 1	C	A/R	C	I	I
2	Task 2	A	I	R	C	I
3	Task 3	A	I	R	C	I
4	Task 4	C	A	I	R	I

## References:

RACI Chart: Define Your Team Roles ([managementconsulted.com](http://managementconsulted.com))

<https://pm-training.net/free-raci-matrix-template/>