

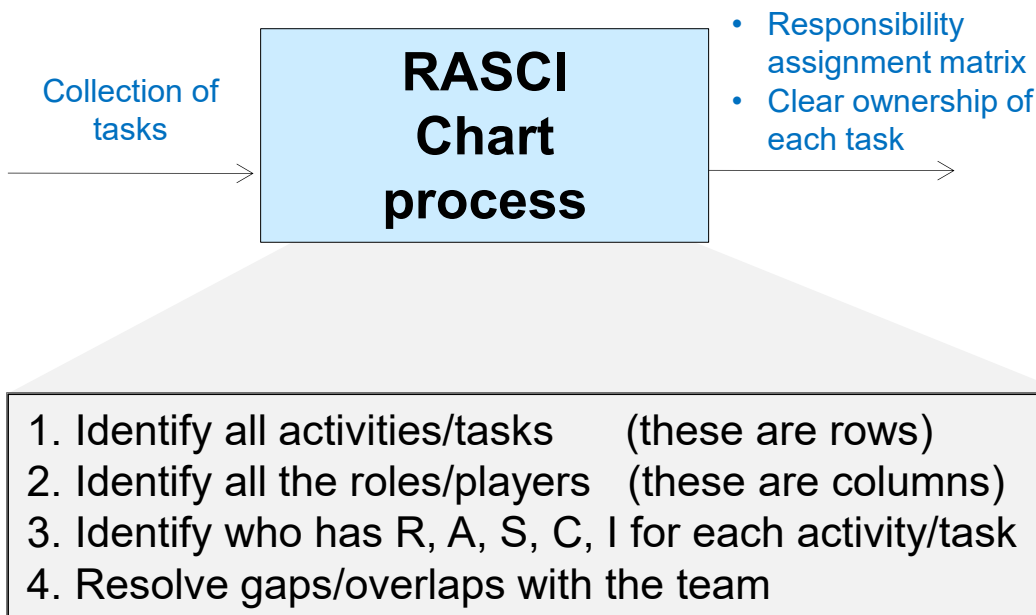
RASCI (Responsible / Accountable / Support / Consulted / Informed) Chart

Problem
How to represent task roles?

Difficulty

Easy to use

- **RASCI** is a tool to determine Roles and Responsibilities for tasks.
- Using RASCI every person in a task has a well-defined role.
- The “Accountable” person is key!
 - Every activity/task has only one “A”
 - From the outside, the “A” person is the single point of contact for a specific task.



Role	Meaning
R = Responsible	Those who perform the work to complete a task.
A = Accountable	The person with task ownership.
S = Support	Those tasked to support those Responsible for the task.
C = Consulted	Those who supply input to a task.
I = Informed	Those who are kept up-to-date on a task (e.g., progress).

Responsibility Assignment Matrix – RACI

This slide describe the four types of responsibility roles to be represented in a RASCI chart or matrix.

Role	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role # 5	Project Manager	Team Lead	Functional Lead	SME	Project Team Member	Developer	Administrative Support	Business Analyst	Role # 4	Role # 3	Role # 5	Consultant	PMO	Role # 6	Role # 7		
Project Deliverable (or Activity)	Project Leadership			Project Team Member				Project Sub-Teams				External Resources										
Initiate Phase Activities																						
Request review by PMO	AC	RIA					RIA	AC		C												
Submit project request							R														A	
Research solution	I						RIA	AC	AC	C			C								C	
Develop business case	I	AC	I	I			RIA	C	C	C			C								C	C
Plan Phase Activities																						
Create project charter	C	C					RIA	C	C	C			C								C	

R - Responsible
A - Accountable
C - Consulted
I - Informed

Slide 1 of 3

RASCI – Example – Creating a 6in6 presentation

	Creating a 6in6 presentation	Dan	Alice	Bob	Cathy	David	Elizabeth	Frank
<i>main task</i>	Entire process	A, R						
<i>subtask 6</i>	Update internet	I		A	R			
<i>subtask 5</i>	Final review	I		R		A	R	
<i>subtask 4</i>	Create document	A	R	I		I	I	C
<i>subtask 3</i>	Define key information	I		A, R				C
<i>subtask 2</i>	Research information	I	A, R	I		C		
<i>subtask 1</i>	Choose topic	A, R	I				C	C

Role
R = Responsible
A = Accountable
I = Informed
C = Consulted
S = Support

Notes

- To create a new 6in6 presentation, several subtasks need to be performed (read bottom-up).
- A single person may have multiple roles.
- There is only one “A” in each task/row (the single accountable person)
- There is at least one “R” for each task/row (the responsible person/people)
- Color coding the {R,A,S,C,I} can make a RASCI chart easier to review.
- From the RASCI chart, we can infer that
 - Dan is in charge
 - Alice owns the research activities
 - Cathy owns the internet activities
 - David owns the editorial activities
 - Frank is a resource used by many
- Everyone knows what their role is for each part of the 6in6 presentation creation process.

RASCI – Notes

Slide 1

1. RASCI is a way to ensure that project members understand their role on a project.
2. There are many variations of the RASCI model, such as
 1. “RACI” where the “S” roles are not articulated.
 2. “RACIQ” which includes a Q=Quality Review role
 3. “PACSI” where the P=Performer role is the same as the R role

Slide 2

1. This example is for creating a 6in6 presentation. There is one main task which requires several sequential sub-tasks.
 - Each sub-task has an owner (the “A”) and at least one person responsible (the “R”) for getting the needed work done.
2. From the tasks assigned, we can infer roles. For example, Cathy is the “R” for uploading the 6in6 presentation – she may own all internet activities.
3. Counting the number of times a person has an activities can indicate how busy they are.
 - Counting the number of different activities can indicate their versatility.

Recommended web sites for additional information

- <https://www.whatissixsigma.net/raci-matrix/>
- <https://project-management.com/understanding-responsibility-assignment-matrix-raci-matrix/>