

TOOL DESCRIPTION

RACI Matrix



The RACI Matrix provides a structure that can help to clarify and communicate roles and responsibilities for tasks, decisions, processes or activities within a project, thus helping to improve efficiency and accountability.

The RACI Matrix is used to assign tasks to roles and thus to clarify interfaces. The Matrix can be used, therefore, to define clear responsibilities and support the completion of tasks.

Only one person should be assigned to each task, who is accountable (A) as a decision-maker. This person can be held accountable in the event of failure or can take the credit in the event of success.

However, more than one person can be responsible for a task = Responsible (R). These people are responsible for implementing the task. The completion of a task, therefore, can be achieved by several people.

Likewise, several people may need to be Consulted (C) or Informed (I). Some people can also serve as support (S) personnel.

The RACI matrix is invaluable, as it enables you to clearly assign roles and responsibilities. This fosters accountability, efficiency and effective communication in projects, thereby minimizing confusion, streamlining workflows and enhancing overall project success.

Duration unspecified	Participants unspecified	Facilitation no special material needed
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RACI Matrix | Process

Definition of the processes

- What processes need to be divided?
- What tasks need to be completed?

Define clearly which responsibilities need to be taken care of.



Filling in the RACI Matrix



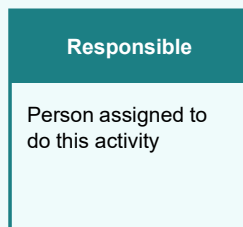
Option 1: Fill in the RACI Matrix with all the tasks and write down which person takes on which role.

Option 2: Fill in one RACI Matrix for each person and write down the tasks for each role the person takes on.

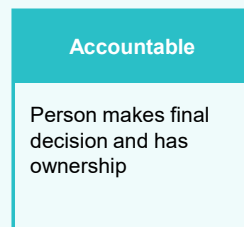
For each role, be mindful of the following rules:

- Only one A per task.
- At least one R per task.
- If A and R are the same, you only need to enter information for A.

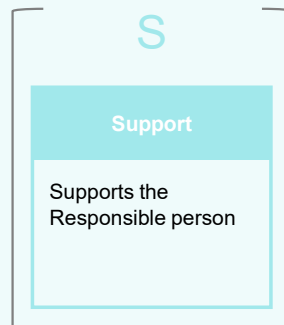
R



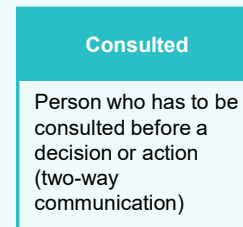
A



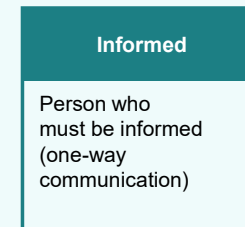
S



C



I



RACI Matrix | Template

Processes \ RACI		Responsible	Accountable	Consulted	Informed
Option 1	Financial reporting	Person 1	Person 2	Person 3	
	Budget	Person 2	Person 1		
	Makes internal processes easier			Person 1, 2, 3	
Option 2	RACI Matrix for Person 1 (also possible for departments/teams)	Financial reporting	Budget	Makes internal processes easier	Will be informed about relevant changes to the budget