

RACI Definitions

	Definition	# of people assigned
Responsible	The one doing the work	At least 1 per task
Accountable	The one who is delegating the task(s) and final reviewer; the one you high five or hold responsible	Only 1 per task
Consulted	The one providing input as needed	No maximum; assign as needed
Informed	The one needing high-level updates	No maximum; assign as needed

RACI Template

The position that needs to be involved in the project goes along the top



The task that needs to be completed goes along the side



	Project Manager	Director	Content Writer	Marketing Manager	Designer
Write the brief	R	C	I	A	I
Create Content	I	A	R	C	I
Review Draft	A	I	C	R	C
Update Brief	A	I	R	C	R
Approve	A	R	I	C	I

The letters representing RACI go into the table

RACI Template