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.

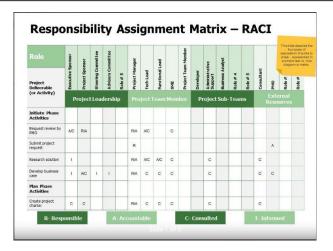
Collection of tasks

RASCI Chart process

- Responsibility assignment matrix
- Clear ownership of each task

- 1. Identify all activities/tasks (these are rows)
- 2. Identify all the roles/players (these are columns)
- 3. Identify who has R, A, S, C, I for each activity/task
- 4. Resolve gaps/overlaps with the team

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



RASCI – Example – Creating a 6in6 presentation

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

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

Notes

- 1. To create a new 6in6 presentation, several subtasks need to be performed (read bottom-up).
- 2. A single person may have multiple roles.
- 3. There is only one "A" each task/row (the accountable person)
- 4. There is at least one "R" for each task/row (the responsible person/people)
- 5. Color coding the {R,A,S,C,I} can make a RASCI chart easier to review.
- 6. 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
- 7. Everyone knows what their role is for each part of the 6in6 presentation creation process.

5S - Notes

Slide 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 or
 - 2. "RACIQ", an example of which is shown lower right.

Slide 2

- 1. This example is for creating a 6in6 presentation. There is one main tasks 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.
- From the tasks assigned, can infer roles. For example, Cathy is the "R" for uploading the 6in6 presentation – she likely owns internet activities.
- 3. Counting up the number of times a person has different activities may. Or may not, indicate how busy they are.