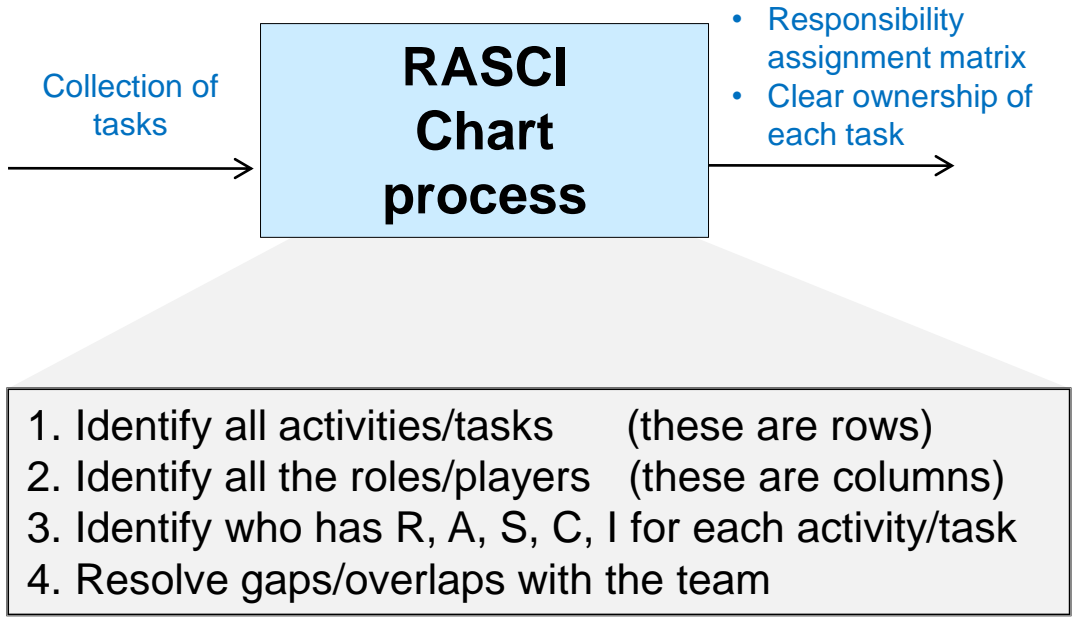


RASCI (Responsible / Accountable / Support / Consulted / Informed) Chart

Problem
How to represent task roles?

Difficulty
Easy to use

- **RASCI** is a tool to determine *Roles and Responsibilities* for tasks.
- With RASCI, every person involved in a task has a well-defined role.
- The “Accountable” (A) 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.
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.

	Jeff	Michael	Retro	YOU	Alex	Anna	Bill	Cindy	Felix	Fred	Hans	John	Livio	Luc	Marco	Paul	Peter	Sue	Ted	Tim	
Planning / Schedule	R	A	I	C						C											Q
Risk Management		I	I	Q						A									R		
Quality Management			R	C						R											A
Procurement				R	Q					R									R		A
1. Specifications Listing								A		R									R		R
2. Site Requirements		C	A	R	Q						R										
3. Call for Tenders				Q	A	R	C				R										R
4. Budget Approval				A	Q					R									R		R
5. Contract Negotiations			A	Q	R	R													R		

* R – Responsible (works on), A – Accountable, C – Consulted, I – Informed, Q – Quality Reviewer

https://commons.wikimedia.org/wiki/File:RACIQ_Chart_-_Responsibility_Assignment_Matrix.jpg

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							Role
<i>subtask 6</i>	Update internet	I		A	R				R = Responsible
<i>subtask 5</i>	Final review	I		R		A	R		A = Accountable
<i>subtask 4</i>	Create document	A	R	I		I	I	C	I = Informed
<i>subtask 3</i>	Define key information	I		A, R				C	C = Consulted
<i>subtask 2</i>	Research information	I	A, R	I		C			S = Support
<i>subtask 1</i>	Choose topic	A, R	I				C	C	

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 creation process.

5S – 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 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.
2. 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.