

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 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.

Role	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role # 5	Project Manager	Trail Lead	Functional Lead	SME	Project Team Member	Developer	Administrative Support	Business Analyst	Role # 4	Role # 3	Consultant	PMO	Role # 2	Role # 1
Project Deliverable (or Activity)	Project Leadership			Project Team Member			Project Sub-Teams			External Resources									
Initiate Phase Activities																			
Request review by PMO	A/C	RIA				RIA	A/C		C										
Submit project request						R												A	
Research solution	I					RIA	A/C	A/C	C		C					C			
Develop business case	I	A/C	I	I		RIA	C	C	C		C					C	C		
Plan Phase Activities																			
Create project charter	C	C				RIA	C	C	C		C					C			

Legend: R - Responsible, A - Accountable, C - Consulted, I - Informed

This slide describes the four types of association of roles to a task - represented in a single task in one diagram or matrix.

RASCI – Example – Creating a 6in6 presentation

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

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

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.