

# RACI MATRIX — Responsibility Assignment

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Project		PM		Version / Date
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R = Responsible (does the work) · A = Accountable (owns the outcome — max 1 per row) · C = Consulted (provides input before) · I = Informed (notified after) | Rule: Every row must have exactly one A. Never leave a row without an R.

#	Phase	Activity / Deliverable	Project Manager	Project Sponsor	Business Analyst	Lead Developer	QA Engineer	IT Architect	Change Manager	Customer Rep	PMO	Vendor / External
1.1	Initiation	Project Charter	A	R	C					I	C	
1.2	Initiation	Stakeholder Identification	R	I	A				C	C	I	
1.3	Initiation	Kick-off Meeting	R	A	C	I	I	I	C	C	I	I
2.1	Planning	Scope Statement	A	C	R			C		C	I	
2.2	Planning	WBS Development	R	I	A	C		C			I	
2.3	Planning	Schedule (Gantt)	A	I	C	R		C		I	I	
2.4	Planning	Budget Plan	A	R	C					I	C	
2.5	Planning	Risk Register	R	C	A	C		C		I	I	C
2.6	Planning	Communication Plan	R	I	C				A	C	I	
2.7	Planning	Resource Plan	A	C		R		C	C		I	
3.1	Execution	Detailed Design	C	I	A	R		R		C	I	C
3.2	Execution	Development / Build	I	I	C	R	C	A		I	I	R
3.3	Execution	System Integration	C	I		R	C	A		I	I	R
3.4	Execution	Change Management	R	C	C				A	C	I	
3.5	Execution	Vendor Management	A	I				C		C	I	R
4.1	Monitoring	Status Reporting	R	I		I	I	I	I	I	A	
4.2	Monitoring	Issue Management	A	C	C	R	R	C		I	I	

4.3	Monitoring	Change Control	A	R	C	C		C	C	C	I	
4.4	Monitoring	Risk Review	R	C	A	C		C		I	I	
5.1	Closure	UAT / Acceptance Testing	C	I	C	R	A	C		R	I	
5.2	Closure	PAC / FAC Sign-off	C	A						R	I	
5.3	Closure	Lessons Learned	R	C	C	C	C	C	C	I	A	
5.4	Closure	Project Closure Report	R	I	C					I	A	

### RACI SUMMARY — Count per role (R/A/C/I)

Count of 'R'	10	3	1	7	1	1	0	2	0	3
Count of 'A'	8	2	5	0	1	2	2	0	3	0
Count of 'C'	4	7	12	5	3	11	5	8	2	2
Count of 'I'	1	11	0	2	2	2	1	11	18	1

### LEGEND

**R — Responsible**

**A — Accountable**

**C — Consulted**

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