**RACI**

# Purpose

The RACI (Responsible, Accountable, Consulted, Informed) tool is used to manage tasks in a process by identifying individuals’ roles for each task.

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# How to Facilitate

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It is essential to complete the RACI as a team to validate who should be responsible, accountable, consulted, or informed for each task in the process. Creating a RACI as a team also increases ownership of the success of the process.

**Key Components**

1. Responsible
   * Name the person(s) or role(s) who **performs** the task
2. Accountable

* Name the person or role who **authorizes** the decisions involved with the task and/or who owns the resources associated with the task. Only one person/role should be accountable for each task.

1. Consulted

* Name the person(s) or role(s) who are the subject matter experts for the task, and who provide **expertise** and insights during the progress of the task.

1. Informed

* Name the stakeholder/s to keep **informed** about the task, but are not needed for their approval, expertise or opinions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **R**  **Responsible** | **A**  **Accountable** | **C**  **Consulted** | **I**  **Informed** |
| **TASK 1** | *Name / Role* | *Name / Role* | *Name / Role* | *Name / Role* |
| **TASK 2** |  |  |  |  |
| **TASK 3** |  |  |  |  |
| **TASK 4** |  |  |  |  |
| **TASK 5** |  |  |  |  |
| **TASK 6** |  |  |  |  |

**EXAMPLE RACI – Baking a Custom Cake**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **R**  **Responsible** | **A**  **Accountable** | **C**  **Consulted** | **I**  **Informed** |
| **Discuss customer cake order** | Baker |  | Customer | Baker’s assistant |
| **Find a recipe** | Baker | Baker |  |  |
| **Make a list of ingredients** | Baker | Baker |  |  |
| **Buy ingredients from store** | Baker’s assistant | Baker | Grocer |  |
| **Mix ingredients** | Baker’s assistant | Baker | Baker |  |
| **Bake cake** | Baker’s assistant | Baker | Baker |  |
| **Decorate cake** | Baker | Baker | Customer |  |
| **Deliver cake to customer** | Baker’s assistant | Baker |  | Customer |