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# RACI Matrix Template

## What is RACI Matrix Template?

The RACI matrix template is a decision-making framework used in Agile project management, particularly in Scrum and Kanban methodologies. The acronym RACI stands for:

R - Responsible: Who is responsible for completing the task or activity? A - Accountable: Who is accountable for the outcome of the task or activity? C - Consulted: Who should be consulted during the completion of the task or activity? I - Informed: Who needs to be informed about the progress and outcome of the task or activity?

The RACI matrix template helps teams and organizations clarify roles, responsibilities, and communication channels for specific tasks or activities. It is a useful tool for:

1. Identifying team members' roles and expectations
2. Ensuring clear communication and collaboration among team members
3. Reducing misunderstandings and conflicts
4. Improving task completion efficiency and effectiveness

Here's a sample RACI matrix template:

Task/Activity	Responsible	Accountable	Consulted	Informed
—	—	—	—	—
Develop new feature	John	Jane (Product Owner)	QA Team, DevOps	Project Manager
Write user documentation	Sarah	Alex (Documentation Lead)	Content Writer, Editor	Product Manager

In this example:

- John is responsible for developing the new feature.
- Jane is accountable for the outcome of the task and ensures that it meets product requirements.
- The QA team and DevOps are consulted during the development process to ensure quality and integration.
- The Project Manager is informed about the progress and outcome of the task.

The RACI matrix template can be applied to various aspects of project management, such as:

- Task assignments
- Decision-making processes
- Communication plans
- Resource allocation
- Risk management

By using the RACI matrix template, teams can ensure a clear understanding of roles and responsibilities, improve collaboration, and increase the overall success of their projects.

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# RACI Matrix Template

Task 1	R	A	C	I
Task 2	A	R	I	C
Task 3	C	I	R	A
Task 4	I	C	A	R

## Key

- **R** \* Responsible: The person(s) who does the work to achieve the task.
- **A** \* Accountable: The person who is ultimately accountable for the correct and thorough completion of the task.
- **C** \* Consulted: The person(s) who need to give feedback and contribute to the task.
- **I** \* Informed: The person(s) who need to be kept informed of progress and with whom there is one-way communication.



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