For each task in the chart below, answer the RACI questions for each task relative to each role. Refer to the definitions of Responsible, Accountable. Consulted, and Informed. This helps clarify roles more specifically when there may be risk of confusion about roles of different stakeholders.

## R—Who is RESPONSIBLE? (Can be an individual or a group)

* The person or people who do the work.
* Problem solver
* Figures out what needs to be done
* Determines resources needed
* Involves accountable person for goal setting, critical high-impact decisions, resources beyond planned levels, when conflict can’t be resolved, when work involves executives from other programs

## A—Who is ACCOUNTABLE? (To whom “R” is accountable - one person only.)

* Where the buck stops
* Sets overall direction and strategy
* Final level of “escalation” for problems
* Delegates work to the responsible person; signs off or approves work that the responsible person provides

## C—Who is CONSULTED? (Has information and/or capability necessary to complete the work)

* Provides information to the responsible person (usually two-way communication)
* Provides sought-after subject matter expertise
* Involved prior to action or decision through input of knowledge and information

## I—Who is INFORMED? (Must be notified of results)

* Kept up-to-date on progress, often only on completion of the task or deliverable; typically, just one-way communication
* Affected by the outcome, though no contribution to get the job done or make a decision

RACI Template

| Objective | Roles |
| --- | --- |
| Pilot coordinator | Pilot team | School coordinators | Role Y | Role Z |
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