



RACI is a useful tool when you have a number of stakeholders. It helps with the recognition of the range of roles and stakeholders and offers clarity. It allows you to define responsibility and helps ensure that all stakeholders are clear about the roles they play.

R

Responsible

Who is responsible for the task? Who will deliver it?

A

Accountable

Who has overall accountability for ensuring the task is delivered? Who is the ultimate stakeholder?

C

Consulted

Who do you need to consult with about the task? Who will contribute to the success of the task?

I

Informed

Who do you need to keep informed of the progress? They won't influence the outcome but they need to be kept in the loop.