

# RACI Matrix

## Responsible

- The person who actually carries out the task or deliverable.
- Every task or deliverable requires at least one **Responsible** person; however it is okay to have more.

## Accountable

- The person who delegates work and is the last one to review the task or deliverable before it is deemed complete.
- On some occasions, the **Responsible** person may also serve as the **Accountable** person.
- Only one **Accountable** person should be assigned to each task or deliverable.

## Consulted

- People who provide input based on either how it will impact their future work or their subject matter expertise on the task or deliverable itself.
- Every task or deliverable is strengthened by review and consultation from multiple people.

## Informed

- People who need to be kept in the loop on the task or deliverable progress.