

RACI CHART



RESPONSIBLE

- The person who actually carries out the process or task assignment
- Responsible to get the job done

ACCOUNTABLE

- The person who is ultimately accountable for process or task being completed appropriately
- Responsible person(s) are accountable to this person

CONSULTED

- People who are not directly involved with carrying out the task, but who are consulted
- May be stakeholder or subject matter expert

INFORMED

- Those who receive output from the process or task, or who have a need to stay informed