**EXAMPLE RACI CHART TEMPLATE**

|  |  |
| --- | --- |
| PROJECT TITLE | PROJECT MANAGER |
| Mission to Complete the Thing We Need to Do | Alia |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | R | A | C | I |  |  |  |  |
| **READY TO START?** | **TASK DESCRIPTION** | **RESPONSIBLE** | **ACCOUNTABLE** | **CONSULTED** | **INFORMED** | **% of PROGRESS** | **DUEDATE** | **STATUS** | **NOTES** |
| Yes | INITIATE PHASE ACTIVITIES |   |   |   |   | 39% | 00/00/00 | In Progress |   |
| Yes | Request Review by PMO | Alia |   | Rachel | Ian + Carl | 80% | 00/00/00 | Needs Review |   |
| No | Submit Project Request | Alia |   | Rachel | Ian + Carl | 50% |   | In Progress |   |
| Yes | Research Solution |   | Rachel | Ian + Carl | Alia | 20% |   | Approved |   |
| No | Develop Business Case | Rachel | Alia | Carl | Ian | 5% |   | Overdue |   |
| Yes | PLAN PHASE ACTIVITIES |   |   |   |   | 33% |   | On Hold |   |
| Yes | Create Project Charter | Ian | Rachel | Carl | Alia | 100% |   | Complete |   |
| No | Create Schedule | Carl | Rachel |   | Alia | 0% |   | Not Started |   |
| No | Create Additional Plans as Required | Carl | Rachel + Ian | Alia |   | 0% |   | On Hold |   |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | R | A | C | I |  |  |  |  |
| **READY TO START?** | **TASK DESCRIPTION** | **RESPONSIBLE** | **ACCOUNTABLE** | **CONSULTED** | **INFORMED** | **% of PROGRESS** | **DUEDATE** | **STATUS** | **NOTES** |
| No | EXECUTE PHASE ACTIVITIES |   |   |   |   | 0% |   |   |   |
| No | Build Deliverables |   |   |   |   | 0% |   |   |   |
| No | Create Status Report |   |   |   |   | 0% |   |   |   |
| No | CONTROL PHASE ACTIVITIES |   |   |   |   | 0% |   |   |   |
| No | Perform Change Management |   |   |   |   | 0% |   |   |   |
| No | CLOSE PHASE ACTIVITIES |   |   |   |   | 0% |   |   |   |
| No | Create Lessons Learned |   |   |   |   | 0% |   |   |   |
| No | Create Project Closure Report |   |   |   |   | 0% |   |   |   |

**BLANK RACI CHART TEMPLATE**

|  |  |
| --- | --- |
| PROJECT TITLE | PROJECT MANAGER |
|  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | R | A | C | I |  |  |  |  |
| **READY TO START?** | **TASK DESCRIPTION** | **RESPONSIBLE** | **ACCOUNTABLE** | **CONSULTED** | **INFORMED** | **% of PROGRESS** | **DUEDATE** | **STATUS** | **NOTES** |
|   |  |   |   |   |   |   |   |   |   |
|   |  |   |   |   |   |   |   |   |   |
|   |  |   |   |   |   |   |   |   |   |
|   |  |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|   |  |   |   |   |   |   |   |   |   |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |