[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11420&utm_source=integrated+content&utm_campaign=/content/raci-templates-microsoft-word&utm_medium=RACI+Model+doc+11420&lpa=RACI+Model+doc+11420&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**RACI MODEL TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **R** | Responsible | Executive Sponsor | Project Sponsor | Steering Committee | Advisory Committee | Role 5 | Project Manager | Tech Lead | Functional Lead | SME | Project Team Mgr. | Developer | Admin Support | Business Analyst | Role 4 | Role 5 | Consultant | PMO | Role 3 | Role 4 | Role 5 |
| **A** | Accountable |
| **C** | Consulted |
| **I** | Informed |
| Project Deliverable or Activity | | Project Leadership | | | | | Project Team Members | | | | | Project Sub-Teams | | | | | External Resources | | | | |
| Initiate Phase Activities | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Request Review by PMO | | A / C | R / A |  |  |  | R / A | A / C |  | C |  |  |  |  |  |  |  |  |  |  |  |
| Submit Project Request | |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  | A |  |  |  |
| Research Solution | | I |  |  |  |  | R / A | A / C | A / C | C |  |  |  | C |  |  | C |  |  |  |  |
| Develop Business Case | | I | A / C | I | I |  | R / A | C | C | C |  |  |  | C |  |  | C | C |  |  |  |
| Plan Phase Activities | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create Project Charter | | C | C |  |  |  | R / A | C | C | C |  |  |  | C |  |  | C |  |  |  |  |
| Create Schedule | | I | I | I | I |  | R / A | C | C | C | C | C | C | C |  |  | C | I |  |  |  |
| Create Additional Plans as Required | | I | I | I |  |  | R / A |  |  |  | I | I | I | I |  |  | C | I |  |  |  |
| Execute Phase Activities | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Build Deliverables | | C / I | C / I | C / I | C / I |  |  | R / A | R / A | R / A | R / A | R / A |  |  |  |  | A / C |  |  |  |  |
| Create Status Report | | I | I | I | I |  | R / A | R / A | R / A | R / A |  |  |  |  |  |  | C | I |  |  |  |
| Control Phase Activities | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Perform Change Management | |  | C | C | C |  | R | A | A | A |  |  |  |  |  |  | C | I |  |  |  |
| Close Phase Activities | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create Lessons Learned | | C | C | C | C |  | R / A | C | C | C | C | C | C | C |  |  | C | C |  |  |  |
| Create Project Closure Report | | I | I | I | I |  | R / A | I | I | I | I | I | I | I |  |  |  | I |  |  |  |

|  |
| --- |
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