**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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