[](https://www.smartsheet.com/try-it?trp=11490&utm_source=integrated-content&utm_campaign=/content/raci-templates&utm_medium=Sample+RACI+Chart+doc+11490&lpa=Sample+RACI+Chart+doc+11490&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**SAMPLE RACI CHART TEMPLATE**

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

|  |  |  |  |  |  |  |  |  |  |
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|  |  | R | A | C | I |  |  |  |  |
| **READY  TO  START?** | **TASK DESCRIPTION** | **RESPONSIBLE** | **ACCOUNTABLE** | **CONSULTED** | **INFORMED** | **% of PROGRESS** | **DUE DATE** | **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 |  |

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|  |  | R | A | C | I |  |  |  |  |
| **READY  TO  START?** | **TASK DESCRIPTION** | **RESPONSIBLE** | **ACCOUNTABLE** | **CONSULTED** | **INFORMED** | **% of PROGRESS** | **DUE DATE** | **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**

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| PROJECT TITLE | PROJECT MANAGER |
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|  |  | R | A | C | I |  |  |  |  |
| **READY  TO  START?** | **TASK DESCRIPTION** | **RESPONSIBLE** | **ACCOUNTABLE** | **CONSULTED** | **INFORMED** | **% of PROGRESS** | **DUE DATE** | **STATUS** | **NOTES** |
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