

RACI Matrix Quick Guide

What RACI Means

A RACI matrix is a tool for clarifying roles and responsibilities across tasks, decisions, or deliverables.

- **R = Responsible:** The person who completes the work.
- **A = Accountable:** The person ultimately answerable for the result and decision.
- **C = Consulted:** People who provide input before action or decisions.
- **I = Informed:** People who are kept updated.

Simple Rules

- Each task should usually have **one Accountable** role.
- A task can have **more than one Responsible** role if shared execution is necessary.
- **Consulted** roles should be limited to people whose input is truly needed.
- **Informed** roles should receive updates, but they do not approve or perform the work.

When to Use RACI

Use a RACI matrix when:

- Roles are unclear.
- Work crosses teams or functions.
- Decisions are delayed.
- Accountability is weak.
- Stakeholders need clearer communication.

Common Mistakes

- Assigning more than one **Accountable** person to the same task.
- Confusing **Responsible** with **Accountable**.
- Listing too many **Consulted** roles.
- Making the matrix too detailed.
- Failing to review and update the matrix.