

## A Project Management and Communication Tool - the RACI matrix

After you've determined the goals and challenges of your huge project, and come up with the outlines of your project, you need to dig into the details to manage it and move it toward completion – key to that is identifying everyone involved at each stage, so you reduce any unexpected "but wait, I thought xyz... we can't do this ..." To do that, break your project down into tasks that can be (delegated and) accomplished within certain deadlines. There are many project management tools and software packages, one useful concept or tool, is the RACI matrix. This acronym-tool helps a team recognize and assign the appropriate degree of involvement of each stakeholder within each project activity.

R= Responsible

This is the person or people who will actually perform the task.

A= Accountable

This may be the R's supervisor, so this person provides guidance and assumes ultimate responsibility for the task being completely successfully. *Only one person is accountable* for each activity or sub-task - not more, not less

C= Consulted

Get this person's insight or opinion on the project activity, how it might help/hinder their division's work and their suggestion on how to overcome potential barriers to success.

I= Informed

This person does not actually do anything on the project activity, but must be given status updates. There are 3 types of people who need to be informed i) one leadership level above the Accountable person and ii) all involved in the project who are not A, C, or R on that task and iii) any one whose role interacts with that task.

	Project Manager	Director	Head of Engineering	General Mgr Manufacturing	Manufacturing Team	Head of Quality Control	Head of Testing	Regulatory Authority
Write project plan	R	A	C	C	I	C	C	I
Project quality	R	C	I	I	I	A	I	(-)
Budget approvals	R	A	C	C	(-)	C	C	(-)
Project staff appointments	R	A	C	C	I	I	I	(-)
Budget controls	A	C	R	R	(-)	I	R	(-)
Vehicle design	I	A	R	C	I	C	I	(-)
Configuration management	I	A	R	C	I	C	I	(-)
Quality of vehicle	I	C	R	R	C	A	I	I
Develop prototype	I	C	C	A	R	C	I	I
Verification of prototype	I	C	C	R	C	C	A	(-)
Approve prototype	I	A	C	C	I	R	C	I
Regulatory approval	I	C	R	C	I	I	C	A
Project Change control	A	C	R	R	I	R	R	(-)

The RACI matrix is typically used in managing a complex, multi-person, multi-task project to make sure all main tasks are identified and assigned, and that all stakeholders are identified and appropriately informed or involved, so that when tasks are completed, the project can move forward smoothly. You can list the tasks down the left side, list the names and/or titles of people involved across the top, and put a letter into each square corresponding to their involvement level at each activity.

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If you would like help on designing or managing your project, please contact us at [info@glocalconsultantsgroup.com](mailto:info@glocalconsultantsgroup.com) or +1-773-218-8270 or +1-347-480-8679.