

RACI Matrix

The responsibility, Accountability, Consulted, Informed (RACI) Matrix is a tool that will allow you to describe the roles and responsibilities of various individuals (or departments) when completing tasks or deliverables in a Quality Improvement project

R	Who Is Responsible?	The person who is <i>assigned</i> to do the work
A	Who Is Accountable?	The person who makes the <i>final</i> decision and has <i>ultimate</i> ownership
C	Who Is Consulted?	The person who must be consulted before a decision or action is taken
I	Who Is Informed?	The person who must be informed that a decision or action <i>has</i> taken place

Name of Project: _____ Date: _____

Project Task	Name of Task	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Person 7	Person 8
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Instructions:

1. Enter a brief description of the tasks needed to complete your project.
2. Enter the names of the individuals involved in the project
3. For each person associated with a task, decide what the individual’s role is and code with an R, A, C, or I, according to the matrix legend
4. Share the completed RACI with all stakeholders