

THE RESPONSIBILITY ASSIGNMENT MATRIX – A FULL EXAMPLE

(ALSO KNOWN AS RACI / RASCI MATRIX)

Project Deliverable (or Activity)	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role #5	Project Manager	Tech Lead	Functional Lead	SME	Project Team Member	Developer	Administrative Support	Business Analyst	Role #4	Role #5	Consultant	PMO	Role #3	Role #4	Role #5
	Project Leadership					Project Team Members					Project Sub-Teams					External Resources				
Initate 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	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			

