

Use the RACI worksheet to decide when to delegate, ensure accountability, consult with others or inform others on a project.

RACI Worksheet

- Responsible to do the task (usually one person, but can be multiple people or a team)
- Accountable for the completion of the task (always one person; task owner, signs off on completion)
- Consulted for advice and opinions (two-way communication)
- Informed of progress and completion (one-way communication)

Task-Action	Due when?	R	A	C	I