

RACI Worksheet

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

Responsible (R) This is someone who is responsible for getting the work done.

Accountable (A) This is the person who is responsible for overseeing the task and making sure the work gets done properly.

Consulted (C) This person assists by providing information and support about a particular task or deliverable.

Informed (I) This person or group of people is to be kept up to date on the progress of a task or deliverable.

Task Action	Due When	R	Α	С	1

