projekt.pm

RASCI Matrix

Who does what – and in which role?

PROJECT

Project	
As of	DD.MM.YYYY

RESPONSIBILITIES

Task / work package	**Name** *Role*	**Name** *Role*	**Name** *Role*	**Name** *Role*	**Name** *Role*	**Name** *Role*	**Name** *Role*
Example: buy food for the barbecue		*R*		*A*	*I*		

R Responsible – carries out the work **A** Accountable – is accountable, decides **S** Support – supports **C** Consulted – is consulted **I** Informed – is informed

Exactly one A per task. Several R, S, C or I are possible.

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