

RACI Worksheet

- **R**esponsible to do the task (usually one person, but can be multiple people or a team)
- **A**ccountable for the completion of the task (always one person; task owner, signs off on completion)
- **C**onsulted for advice and opinions (two-way communication)
- **I**nformed of progress and completion (one-way communication)

Task / Action	Due when?	R	A	C	I

