RACI Matrix Template

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Person** | **[Stakeholder]** | **[Stakeholder]** | **[Stakeholder]** | **[Stakeholder]** | **[Stakeholder]** |
| **Deliverable** |
| Deliverable 1: |  |  |  |  |  |
| Deliverable 2: |  |  |  |  |  |
| Deliverable 3: |  |  |  |  |  |
| Deliverable 4: |  |  |  |  |  |
| Deliverable 5: |  |  |  |  |  |

| **Code** | **Stands for** | **This is the person who ….** |
| --- | --- | --- |
| R | Responsible | Is the primary Subject Matter Expert (SME) who will take responsibility for ensuring that the requirements are expressed correctly. |
| A | Accountable | Makes the final decision or approves the specifications. |
| C | Consult | Provides the requirements. These SMEs can be consulted by the business analyst or the responsible SME. |
| I | Inform | Is informed after the final decision is made and can include stakeholders such as designers, testers, project steering committee, etc. |

*Extracted from BA112: Plan, Manage, and Communicate Requirements*