Responsibility Assignment Matrix Template

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| **Responsibility Assignment Matrix (RAM) using the RACI Format**  **The RACI chart illustrates the connection between work activities that need to be accomplished and the project team members.** | | | | | | | |
| **Task/Person** |  |  |  |  |  |  |  |
| Activity |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

| **Code:** | **Stands For:** | **This Person Is:** |
| --- | --- | --- |
| R | Responsible | Responsible for performing the task or creating the document |
| A | Accountable | Accountable and has sign-off authority for the task, such as the project manager, sponsor, technical lead |
| C | Consult | Providing expertise, advice and support to the person responsible for the task or document and others |
| I | Inform | Informed of task progress or results, usually by the person responsible |

*Extracted from MDP268a: Project Human Resources Management*