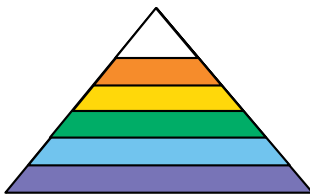
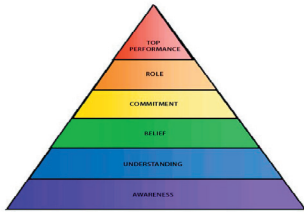


LEVELS OF ENGAGEMENT: RACI Responsibility Matrix Tool

Engagement Pyramid



Purpose	<ul style="list-style-type: none"> • Team members own individual responsibility for tasks and activities • Clarifying
Description	<ul style="list-style-type: none"> • Summarize team discussions and planning by identifying all the tasks and activities associated with the project, team effort or change initiative • Identify all the human resources available to complete the work of the project, team effort or change initiative • Define ownership responsibilities for team or group work • Clarify each team member's roles and responsibilities for each task identified
Potential Uses	<ul style="list-style-type: none"> • Clarifying and defining specific roles and responsibilities for team members • Identifying and agreeing on how project-related responsibilities will be handled, within the team. • Specifying due dates and process owners for team activities • Monitoring and tracking for project updates
This Tools Level(s) of the Engagement Pyramid	<ul style="list-style-type: none"> • Role • Commitment • Belief • Understanding • Awareness

Facilitator Guide

PROVIDE A QUICK OVERVIEW OF THE TOOL:

For any team effort, project or change initiative to be successful, team members need to collaborate effectively. Successful collaboration depends upon clarity about the contributions of all team members throughout the life of the efforts. This tool helps a group identify tasks and activities associated with a specific effort and clarify and define the various roles and responsibilities of all contributors.

Set up the exercise

In order to collaborate efficiently, we need to routinely clarify the next steps, tasks and activities associated with this effort, and our individual roles and responsibilities for those activities. This tool will help us enumerate tasks and activities and identify and clarify roles and responsibilities of the team members in a routine way.

Step 1:

As a team, brainstorm all the possible tasks and activities that need to be accomplished as next steps for the effort, project or change to be successful.

Step 2:

Use the matrix provided below to input the tasks and activities identified by the group in the left-hand column. Identify the various responsibilities associated with each task in the boxes to the right of each task.

Step 3:

List team members across the top of the matrix

Step 4:

Identify the various roles associated with each task in the appropriate owner's column:

R=Responsible
A=Accountable
C=Consulting Resource
I=Kept Informed

Step 5:

Clarify each team member's role for each task. (Team members will play different roles, and may be the responsible party for execution of the task, they may be accountable for the results, they might be used only as a consulting resource, or they may just need to be kept informed of progress on the task.)

RACI Responsibility Tool & Grid

Purpose	<p><i>This is a tool to help build enrollment and define ownership for the project by clarifying and defining individual and team responsibilities.</i></p> <p>R = Responsible for task A = Accountable (buck stops here) C = Consulting Resource I = Kept informed</p>
Uses	Identifying and agreeing on how project-related responsibilities will be handled, within the team.
Timing	At any stage in the project where responsibilities need to be clarified.
Steps & Tips	<ol style="list-style-type: none"> 1. List in the left column the project tasks that need to be completed. 2. List team members across the top. 3. Identify each member's role for each task. <p style="text-align: center;"> R – Responsible for task A – Accountable (buck stops here) C – Consulting Resource I – Kept informed </p>

	<u>Team Member Names</u>						
<u>Project Tasks</u>							
<p>R – Responsible for task A – Accountable (buck stops here) C – Consulting Resource I – Kept informed</p>							