BUILD YOUR TEAM'S RACI

Our RACI

HIGH PERFORMING TEAMS

List your main tasks and decisions down the side and your team across the top. Agree the one person accountable for each task first, then who does the work, who is consulted, and who is informed.

R Responsible: does the work

A Accountable: owns the result. One per task

C Consulted: asked before

I Informed: told after

Task or decision								

One A per task. Two people accountable means nobody is

At least one R. Someone has to do the work

Keep the Cs small. Consult only where input changes the outcome

Read each row. Too many As is a bottleneck

WORKED EXAMPLE

An example RACI

HIGH PERFORMING TEAMS

A six-person events team at a charity, planning its annual fundraising dinner. Use it to see how a team fills in the grid, not as a script.

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A Accountable: owns the result. One per task

C Consulted: asked before

I Informed: told after

Task or decision	Asha	Ben	Carys	Dan	Ella	Femi
Set the budget	A	R	C	I		I
Book the venue	I	C	A/R		R	
Agree the menu			A	C	R	I
Run the sponsor list	C	A		R	I	
Approve the guest list	A	C	I			R
Send the invitations	I			I	C	A/R
Plan the running order	C	I	A	R	R	I
Brief the volunteers			I	C	A/R	R
Run the auction	I	A/R		R		C
Thank sponsors afterwards	C	A		R		I

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Free to use and share with your team