

DRAFT

Project Name: Neighborhoods 2020

DATE:

RACI – Roles, Responsibilities and More...

<u>R</u> esponsible	<ul style="list-style-type: none"> ■ Individual(s) who perform a task or make a decision ■ R's can be <i>shared</i> ■ The most time consuming role ■ Responsibility implies ownership of outcome
<u>A</u> ccountable	<ul style="list-style-type: none"> ■ The individual who has yes/no authority and power of veto ■ Includes the responsibility of ensuring the work is completed and done correctly ■ Only one "A" can be assigned per decision or activity ■ Individual with the "A" can also have an "R" ■ Plays a key role in getting buy-in to a decision or plan ■ Direct contact for leaders in the organization who need more information
<u>C</u> onsulted	<ul style="list-style-type: none"> ■ Individual(s) to be consulted prior to a final decision or before action is taken ■ Two-way communication ■ Input must be given serious consideration by the "R's" ■ Best done one-on-one ■ More appropriate for one-time decisions or activities vs. on-going tasks
<u>I</u> nformed	<ul style="list-style-type: none"> ■ Individual(s) to be informed after a decision is made or action is taken ■ May be required to take action as a result of the outcome ■ One-way communication ■ Most effective when those only to be informed know in advance