Responsibility Matrix: RASCI

Prepare a RASCI chart for each decision or activity you undertake. It clarifies roles and prevents blind-siding. List important decisions and activities down the side. Put people involved at the top of the columns.

Fill in the boxes:

R = Responsible (only one R in each row)
A = Accountable/Approves
S = Supports “R”
C = Consulted by “R”
I = Informed (even after the fact)

Activity/Function/ Decision To be Taken	Individual’s Name	Individual’s Name	Individual’s Name	Individual’s Name	Individual’s Name