

## Assign responsibilities to key stakeholders

In the template below, assign a letter, from R to I, to each stakeholder for each task that is part of the project plan. As the example shows, not every activity needs to have a letter assigned for each stakeholder. For instance, in Activity 2, there is no need to involve the chief academic officer (CAO) or the director. However, it is very important that for each activity, there is only one R and one A — multiple people can't hold ultimate responsibility or accountability.

### SAMPLE RASCI CHART

Activity	CAO	Director	Manager	Coordinator	Assistant
1	A	R	C	C	I
2			A	I	R
3	I	A	R	C	S
4		I	RA		

### KEY TO RASCI CHART

<b>R</b>	<b>Responsible</b>	Owens the problem or project.
<b>A</b>	<b>Accountable</b>	To whom "R" is accountable; who must sign off (approve) on work before it is effective.
<b>S</b>	<b>Supportive</b>	Can provide resources or can play a supporting role in implementation.
<b>C</b>	<b>Consulted</b>	Has information and/or capability necessary to complete the work. Their opinions are sought: Two-way communication is needed.
<b>I</b>	<b>Informed</b>	Must be notified of results or progress, but need not be consulted. One-way communication is needed.

### NOTES

- Use RASCI to manage meetings and communications.
- One "R" per activity only.
- Manage gaps and overlaps.