**SAMPLE RACI CHART TEMPLATE**

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| PROJECT TITLE | PROJECT MANAGER |
| Mission to Complete the Thing We Need to Do | Alia |

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| **READY TO START?** | **TASK DESCRIPTION** | **RESPONSIBLE** | **ACCOUNTABLE** | **CONSULTED** | **INFORMED** | **% of PROGRESS** | **DUEDATE** | **STATUS** | **NOTES** |
| Yes | INITIATE PHASE ACTIVITIES |   |   |   |   | 39% | 00/00/00 | In Progress |   |
| Yes | Request Review by PMO | Alia |   | Rachel | Ian + Carl | 80% | 00/00/00 | Needs Review |   |
| No | Submit Project Request | Alia |   | Rachel | Ian + Carl | 50% |   | In Progress |   |
| Yes | Research Solution |   | Rachel | Ian + Carl | Alia | 20% |   | Approved |   |
| No | Develop Business Case | Rachel | Alia | Carl | Ian | 5% |   | Overdue |   |
| Yes | PLAN PHASE ACTIVITIES |   |   |   |   | 33% |   | On Hold |   |
| Yes | Create Project Charter | Ian | Rachel | Carl | Alia | 100% |   | Complete |   |
| No | Create Schedule | Carl | Rachel |   | Alia | 0% |   | Not Started |   |
| No | Create Additional Plans as Required | Carl | Rachel + Ian | Alia |   | 0% |   | On Hold |   |

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| **READY TO START?** | **TASK DESCRIPTION** | **RESPONSIBLE** | **ACCOUNTABLE** | **CONSULTED** | **INFORMED** | **% of PROGRESS** | **DUEDATE** | **STATUS** | **NOTES** |
| No | EXECUTE PHASE ACTIVITIES |   |   |   |   | 0% |   |   |   |
| No | Build Deliverables |   |   |   |   | 0% |   |   |   |
| No | Create Status Report |   |   |   |   | 0% |   |   |   |
| No | CONTROL PHASE ACTIVITIES |   |   |   |   | 0% |   |   |   |
| No | Perform Change Management |   |   |   |   | 0% |   |   |   |
| No | CLOSE PHASE ACTIVITIES |   |   |   |   | 0% |   |   |   |
| No | Create Lessons Learned |   |   |   |   | 0% |   |   |   |
| No | Create Project Closure Report |   |   |   |   | 0% |   |   |   |

**BLANK RACI CHART TEMPLATE**

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| PROJECT TITLE | PROJECT MANAGER |
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|  |  | R | A | C | I |  |  |  |  |
| **READY TO START?** | **TASK DESCRIPTION** | **RESPONSIBLE** | **ACCOUNTABLE** | **CONSULTED** | **INFORMED** | **% of PROGRESS** | **DUEDATE** | **STATUS** | **NOTES** |
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