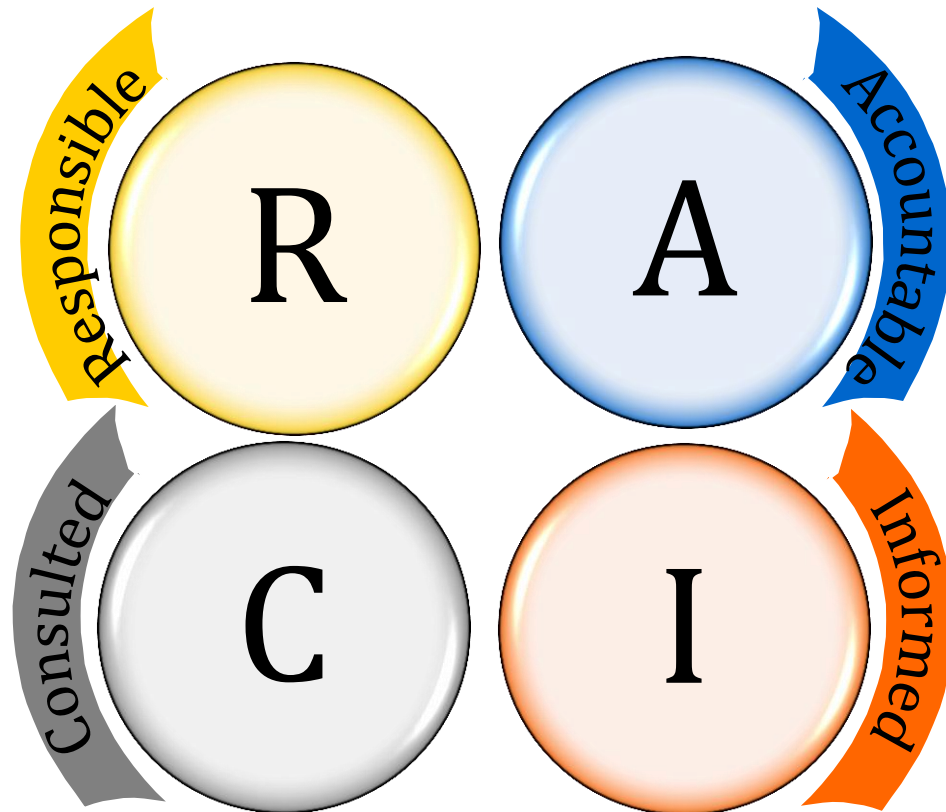# RACI MATRIX

Learning Objectives

1. What is RACI MATRIX

2. How to prepare RACI matrix.

3. Practical Example

4. Importance of RACI

5. Tips for better Preparation of RACI

6. Thank you

What is RACI MATRIX?

RACI matrix is a straight forward tool that can be used for identifying roles and responsibilities during an organisation change process.

The acronym 'RACI' stands for:

What is "Responsible" in RACI?

Responsible :

- Who is going to do the task
- Who is assigned to work on this task
- He is liable or responsible for getting the work done.
- Simply "The Doer "

What is " Accountable " in RACI?

Accountable :

- Who's head will roll if anything goes wrong.
- Who has the Authority to take decision.
- Person who will verify and approve the task done by "The Doer"
- He can play a supporting role in implementation.

Responsible

Accountable

Consulted

Informed

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What is "consulted" in RACI?

Consulted :

▪ Person who have experience in that particular task.

▪ Person who have information about the task

▪ Anyone who can tell more about this task

▪ 2 way communication

Responsible

Accountable

Consulted

Informed

What is " Informed " in RACI?

Informed :

▪ Any One who must be Updated of the results.

▪ Anyone whose work depends on this task

▪ Who has to be kept updated about the task

Responsible

Accountable

Consulted

Informed

Learning Objectives

1) What is RACI MATRIX

2) **How to prepare RACI matrix.**

3) Practical Example

4) Importance of RACI

5) Tips for better Preparation of RACI

6) Thank you

REC

STOP

PLAY

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How to Prepare RACI Matrix :

1 Identification of all the tasks or processes involved in the project

2 Identification of all the roles in the Organisation

3 Assign the tasks/Processes to the respective roles.

4 Complete the cells of RACI matrix by assigning R,A,C,I

5 Discuss and Agree on the RACI matrix by the Stake holders.

Learning Objectives

(1) What is RACI MATRIX

(2) How to prepare RACI matrix.

(3) **Practical Example**

(4) Importance of RACI

(5) Tips for better Preparation of RACI

(6) Thank you

Internal Audit Team Work Process

Activities/ Tasks	Participant Role					
	Executive	Associate	Sr.Associat	Supervisor	Principal	
1. Vouching	R	R	A			
2. Query Discussion	R	R	RA			
3. Report Preparation	C	CR	AR			
4. Report Verification			C	AR		
5. Approve				I	AR	
6. Despatched				AR	I	

Learning Objectives

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4. **Importance of RACI**

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6. Thank you

Importance Of RACI MATRIX

1 It lets the Organisation to know whether some people are assigned with too many and some people are assigned with too few tasks.

2 Keeps all necessary people in the loop and reduces Miscommunications.

3 We can avoid a Situation where Important tasks are not done or Important decisions are made by wrong people.

Learning Objectives

(1) What is RACI MATRIX

(2) How to prepare RACI matrix.

(3) Practical Example

(4) Importance of RACI

(5) **Tips for better Preparation of RACI**

(6) Thank you

TIPS IN DRAFTING RACI MATRIX

- Make sure that every task has at least one person assigned for "R" and "A" roles. In some cases both the role might be taken by the same person if the task is simple.

- Make sure that every task has only one person assigned as "A". Though   responsibilities can be shared, accountabilities have to be fixed to a single person.

- If there are too many people in "C" category, figure out if all of them need to be in the loop. Consider moving some of them to the "I" category.

TIPS IN DRAFTING RACI MATRIX

- Not every task needs to have a 'consulted'

- Not every task need to have an 'informed'.

- Need to have an R-1 and R-2 for every task

Drafting RACI Matrix is one of the Key to your success

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