# RACI Matrix

**Purpose:** This document is designed to define and clarify the roles and responsibilities of individuals within a project or process. It helps to establish who is **Responsible**, **Accountable**, **Consulted**, and **Informed** for each task or deliverable. This promotes clear ownership, reduces confusion, and improves communication within teams.

## Project Details

**Project Name:** {projectName}

**Project Manager:** {projectManager}

**Date:** {date}

## Roles Key

* **R – Responsible:** Person(s) who do the work to complete the task.
* **A – Accountable:** The one ultimately answerable for the correct and thorough completion of the task.
* **C – Consulted:** People who provide input and feedback.
* **I – Informed:** People who need to be kept updated on progress.

## RACI Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity/Task** | **{role1}** | **{role2}** | **{role3}** | **{role4}** | **{role5}** |
| {#raciItems}{activity} | {role1Activity} | {role2Activity} | {role3Activity} | {role4Activity} | {role5Activity}{/raciItems} |

## Additional Notes

{additionalNotes}