

RAM - RACI Chart

Team Member									
Task	PM	Sponsor							Remarks
1.1									
1.2									
2.1									
2.2									
2.3									

R = Responsible A=Accountable S=Support C=Consulted I=Informed

The process of building a RACI Chart consists of four steps, over time:

Through Initiation and early Planning: identify high level tasks / deliverables and types of resources (for deliverables, these resources are at the ownership / approval level).

Through the planning process refine and elaborate the deliverables and tasks to smaller tasks; for the team members – identify resource type, skill, short list or specific needs. No names yet.

For each task on the full list of tasks, identify a name and a specific role and their capacity. This step takes place in the late planning stages, in preparation for baselining the schedule and cost plans.

Make adjustments and changes based on changing needs and project events. This step happens throughout the project as part of the controlling processes.