RASCI

Benefits of using RASCI

- Determines ownership of a particular project or task
- Promotes teamwork by clarifying roles and responsibilities
- Improves communication by getting the right groups involved
- Increases efficiency by eliminating duplication of effort
- Reduces misunderstanding between and across employees and key stakeholder groups
- Improves decision-making by ensuring the correct people are involved
- Provides the foundation for future alignment around a given project or initiative

Understanding the RASCI acronym

For every step of your planning project, you should define the following:

R = Responsible The person who is ultimately responsible for delivering the project and/or task successfully.

A = Accountable The person who has ultimate accountability and authority; they are the person to whom "R" is accountable.

S = Supportive The person or team of individuals who are needed to do "the real work."

C = Consulted Someone whose input adds value and/or buy-in is essential for ultimate implementation.

I = Informed The person or groups of individuals who need to be notified of results or actions taken but don't need to be involved in the decision-making process.

Reasons why you should consider using RASCI

Still not sure if this will help you? The following are some common symptoms we see in our work that points to a need for RASCI.

- You have "too many cooks in the kitchen" – multiple individuals think they are responsible for the same project and/or task resulting in duplication of effort and decreased morale.
- You have taken action within your organization only to find out later that you have damaged a relationship with a key employee/stakeholder group because they weren't involved in the process earlier.
- You have poor communication or infighting that occurs between departments around day-to-day business operations.
- A critical task in the implementation of an earlier initiative does not happen and you find out that nobody believes they had responsibility for the task.

- Some individuals within your organization feel that they should be consulted during a decision-making process when you think they should be informed.

Here we share one method for clarifying roles and responsibilities using the RASCI model. While a project manager could individually accomplish this, we encourage our clients to include other key members of the project team in defining the RASCI. It simply improves the results of any planning process.

6 Steps To Creating A Successful RASCI Chart

1. Introduce/review RASCI definitions with your team. Note: see the above section titled *Understanding the RASCI acronym.*
2. Identify and list all of the activities/tasks involved in the project down the vertical axis of a chart or spreadsheet.
3. Identify all of the people/roles involved in the project and list them across the horizontal axis or spreadsheet.
4. Identify the R, A, S, C, and I for each activity/task on your vertical axis.
5. Review and discuss gaps or overlaps in your work. *Note: Gaps exist when you have an activity/task that doesn't have a 'R.' Overlaps can occur when you have multiple 'R's for any given task and can be more difficult to resolve. Frequently, this can be accomplished by breaking the identified task into sub-tasks.*
6. Share your RASCI chart with a broader group for feedback (if beneficial), make final revisions and get started on your project!

SAMPLE RASCI CHART:

	E.D.	Marketing	Board	Exec. Committee	PR
Activity/Task #1	A	R/S	I	C	C
Activity/Task #2	A	R/S	I	I	C
Activity/Task #3					
Activity/Task #4					

Note: It is possible that some activities/tasks may not require every letter of the RASCI model.