

# RACI Chart Template

Define accountability and ensure every initiative has clear ownership.

For government and mission-driven leadership teams

## WHAT IS A RACI CHART?

**A simple accountability framework for complex programs.**

RACI defines who is Responsible, Accountable, Consulted, and Informed for each task or decision. When teams are unclear on ownership, work stalls, decisions get duplicated, and leaders lose visibility. This template eliminates that ambiguity.

### Responsible

Does the work.  
Owns task execution

### ACCOUNTABLE

Approves the  
outcome.  
Final decision  
authority

### Consulted

Provides input.  
Two-way  
communication.

### Informed

Kept in the loop.  
One-way  
communication

## HOW TO USE THIS TEMPLATE

- 01 List every task, deliverable, or decision your program requires.
- 02 Assign R, A, C, or I to each team member or role for every row
- 03 Each row must have exactly ONE Accountable (A) - no exceptions.
- 04 Review with your team. Gaps and overlaps will surface immediately.

**RACI CHART TEMPLATE**

# Accountability Matrix

## Program / Initiative Name

Task / Deliverable / Decision	Role / Person 1	Role / Person 2	Role / Person 3	Role / Person 4	Role / Person 5
Program Kickoff & Scope Definition					
Stakeholder Communication Plan					
Workflow Design & Documentation					
System / Tool Configuration					
Team Onboarding & Training					
Progress Reporting & Dashboards					
Risk Identification & Escalation					
Budget Oversight & Approvals					
Quality Review & Sign-Off					
Program Close-Out & Lessons Learned					

**TIP:**  
 Every row needs exactly ONE 'A'. If you have two A's, resolve that conflict before your program launches.

**Need more than a template?**  
 The Quantum Shift Methodology™ goes deeper establishing the full operating structure behind your programs. Built for the people responsible for delivering it.

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