

RACI/RASCI is an abbreviation for:

- **R** = Responsibility—the person who owns the problem or activity.
- **A** = to whom “R” is Accountable—who must sign off (Approve) the work before it is effective.
- **S** = Supportive—can provide resources or other information in a supporting role in the completion of the process or activity).
- **C** = to be Consulted—has information and/or capability that is necessary to complete the process or activity.
- **I** = to be Informed—must be notified of the results of the process or activity, but need not be consulted during execution.

Table 18.2 Sample RASCI model

	<i>Business unit manager</i>	<i>Manager</i>	<i>Business unit head</i>	<i>Team leader</i>	<i>Compliance advisor</i>
Activity 1	R		A		
Activity 2	A	R		S	C
Activity 3	RA		I		I
Activity 4	RA				C
Activity 5	A	R		S	

The sequence in completing this table is:

1. Identify all the activities as defined in step 3 (activity definition) of the People phase, and list them on the vertical axis.
2. Identify all the likely future roles, list them on the horizontal axis and complete the cells in the table with an R, A, S, C, I for each activity.
3. Resolve gaps and overlaps. The situation could occur where there are no “Rs,” multiple “Rs” or no “As” for an activity. As a general rule, every activity should have only one “R” and at least one “A.” These need resolution or completion before the role is finalized.