[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=12272&utm_source=template-word&utm_medium=content&utm_campaign=RACI+roles+and+responsibilities+template-word-12272&lpa=RACI+roles+and+responsibilities+template+word+12272)**RACI ROLES AND RESPONSIBILITIES TEMPLATE**

|  |  |
| --- | --- |
| PROJECT TITLE | DESCRIPTION |
| Launch new website | Update site with new look and feel |

A person wearing glasses

Description automatically generated with medium confidenceA picture containing person

Description automatically generated



RESPONSIBLE

ACCOUNTABLE

CONSULTED

INFORMED

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME | [ TEAM MEMBER NAME ] | [ TEAM MEMBER NAME ] | [ TEAM MEMBER NAME ] | [ TEAM MEMBER NAME ] |
| ROLE | CONTENT | DESIGNER | DEV | PM |
| PROJECT DELIVERABLE / ACTIVITY |  |  |  |  |
| PHASE 1: PROJECT PLANNING |  |  |  |  |
| Research | **C** | **I** | **I** | **R** |
| Interviews | **A** | **C** | **C** | **I** |
| Wireframe | **R** | **C** | **I** | **A** |
| PHASE 2: DEVELOPMENT |  |  |  |  |
| Provide Imagery | **A** | **R** | **C** | **I** |
| Systems Design | **A** | **R** | **R** | **I** |
| Systems Analysis and Requirements | **A** | **A** | **R** | **C** |

**RACI ROLES AND RESPONSIBILITIES**

|  |  |
| --- | --- |
| PROJECT TITLE | DESCRIPTION |
|  |  |

**A picture containing text, sign, outdoor, clipart

Description automatically generated**Icon

Description automatically generatedA person wearing glasses

Description automatically generated with medium confidenceA picture containing person

Description automatically generatedIcon

Description automatically generatedIcon

Description automatically generated

RESPONSIBLE

ACCOUNTABLE

CONSULTED

INFORMED

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME | [ TEAM MEMBER NAME ] | [ TEAM MEMBER NAME ] | [ TEAM MEMBER NAME ] | [ TEAM MEMBER NAME ] |
| ROLE | CONTENT | DESIGNER | DEV | PM |
| PROJECT DELIVERABLE / ACTIVITY |  |  |  |  |
| PHASE 1: INITIATE |  |  |  |  |
| Request Review by PMO |  |  |  |  |
| Submit Project Request |  |  |  |  |
| Research Solution |  |  |  |  |
| Develop Business Case |  |  |  |  |
| PHASE 2: PLAN |  |  |  |  |
| Provide Imagery |  |  |  |  |
| Systems Design |  |  |  |  |
| Systems Analysis and Requirements |  |  |  |  |
| PHASE 3: EXECUTE |  |  |  |  |
| Build Deliverables |  |  |  |  |
| Create Status Report |  |  |  |  |
|  |  |  |  |  |
| PHASE 4: CONTROL |  |  |  |  |
| Perform Change Management |  |  |  |  |
|  |  |  |  |  |
| PHASE 5: CLOSE |  |  |  |  |
| Create Lessons Learned |  |  |  |  |
| Create Project Closure Report |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
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