The RACI Matrix is used to describe the roles and responsibilities of various [teams](http://en.wikipedia.org/wiki/Team) or [people](http://en.wikipedia.org/wiki/Person) in delivering a [project](http://en.wikipedia.org/wiki/Project) or operating a process. It is especially useful in clarifying roles and responsibilities in cross-functional/departmental projects and processes.

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|  **Stakeholders****Activities** |  |  |  |  |  |  |  |  |
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| ***R*** | *Responsible – Those who do work to achieve the task. There can be multiple resources responsible.* |
| ***A*** | *Accountable or Approver – The resource ultimately answerable for the correct and thorough completion of the task. There is only one A for each activity.* |
| ***C*** | *Consulted – Those whose opinions should be included before decisions are made. Two-way communication.* |
| ***I*** | *Informed – Those who are kept informed on progress or when decisions are made. One-way communication.* |