**How to Create a Responsibility Assignment Matrix (RAM)**
**The RACI Matrix is one of the formats of a RAM**
**(Responsible, Accountable, Consulted, Informed)**

## How to Create a RACI Matrix

1. Identify and document all of the critical activities for your project. These deliverables are listed in the first column. These may include concrete deliverables such as documents or functionality but can be expanded to include meeting delivery or decisions integral to project completion.
2. Identify all of the roles that are represented on your project. If your project is being managed by a project manager, they will be able to provide this information. If you find some project activities which a role has not been assigned, raise those issues with the project manager. Roles are added as columns. Ideally, each role should match a single resource rather than a "department" to allow for clear responsibility.
3. Assign a value (R, A, C, I, or leave blank) to the intersection of each role and tactivity.

## Analyze the Matrix

Use the tool to ensure your project's success. The development of the matrix should be collaborative to get discussions moving in the right direction and encourage greater commitment from your team.

1. A single role has a large number of R's. You may consider whether or not it's realistic for an individual to be responsible (take on the work) for so much. Can tasks be delegated or broken down into more manageable tasks?
2. One role has no R's or A's. Is this role really necessary? Could processes be restructured in such a way that this resource could be reassigned?
3. All of the A's for the project seem to be assigned to one resource. Is there a risk for a project bottleneck? Can any of the decision making authority for the project be delegated to others that can be empowered?
4. No R's assigned. Who is going to do the work?
5. No A's assigned. The buck has to stop somewhere, someone must be accountable.
6. A's have been assigned to multiple roles. Are there too many cooks in the kitchen for the thorough completion of the task? Only one resource is assigned "A" for each deliverable (one A per row.)
7. Too many C's. Are there key team members who can speak for a group on this task? Too many contributors or people that must be consulted can slow down your progress. Consulted, in the RACI, does not mean consultants in the contracting sense.
8. Numerous I's / Every row filled in. Does everyone really need to be informed? Prioritize what stakeholders and team members need to the appropriate level for the phase of the project.