



## Responsible, Accountable, Consulted, and Informed (RACI) Matrix

Clarify who is doing what, so nothing falls through the cracks (or gets done twice).

### Instructions

1. List the tasks/initiatives – one row per activity.
2. Fill in RACI roles for each task:
  - a. Responsible: Who executes the work?
  - b. Accountable: Who is ultimately answerable? (Only one person here.)
  - c. Consulted: Whose input is needed before/during?
  - d. Informed – Who should be updated afterwards?
3. Review for balance – too many ‘accountables?’ That’s a red flag.
4. Confirm with the team – share and adjust so everyone agrees.

*Pro-tip: Don't confuse Responsible with Accountable. Responsible = does it.  
Accountable = owns it.*

### Sample Table:

Task / Initiative	Responsible	Accountable	Consulted	Informed
Draft new attendance policy	HR Analyst	AVP, HR	Legal Counsel, Faculty Rep	All Staff
Implement new student portal	IT Project Manager	CIO	Registrar, Student Affairs	Students, Faculty, Advisors
Plan Commencement Ceremony	Events Coordinator	VP, Advancement	Campus Police, Facilities	Entire Campus Community
Update budget forecast	Budget Analyst	CFO	Deans, Department Chairs	Division Admins
Launch campus sustainability plan	Sustainability Officer	VP, Operations	Facilities, Procurement	Campus Community, Board

*This document is for informational purposes and does not replace formal policy.*  
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