



The simple process for creating a RACI model includes the following six steps:

1. Identify all the tasks involved in delivering the project and list them on the left-hand side of the chart in completion order. For IT projects, this is most effectively addressed by incorporating the PLC steps and deliverables. (This is illustrated in the detailed example below, after the simplified version immediately below.)
2. Identify all the project stakeholders and list them along the top of the chart.
3. Complete the cells of the model identifying who has responsibility, accountability and who will be consulted and informed for each task.
4. Ensure every task has at least one stakeholder *Responsible* for it.
5. No tasks should have more than one stakeholder *Accountable*. Resolve any conflicts where there is more than one for a particular task.
6. Share, discuss and agree the RACI model with your stakeholders at the start of the project. This includes resolving any conflicts or ambiguities.