

RACI Matrix

Responsibility Assignment for Infrastructure Projects

Project Name: <i>[Enter name]</i>	Project Manager: <i>[Name]</i>	Last Updated: <i>[Date]</i>
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R = Responsible (Does the work) **A = Accountable (Approves)** **C = Consulted (Provides input)** **I = Informed (Kept updated)**

Task / Activity	Project Mgr	City Admin	Council	Engineer	Contractor	Finance	Funding Agency
INITIATION							
Identify project need	R	A	I	C			
Apply for funding	R	A	I	C		C	
Accept grant award	C	A	A			C	I
Develop project charter	R	A	I	C			I
PLANNING							
Complete environmental review	R	A	I	C			I
Develop project scope	R	A	I	C			C
Create project schedule	R	A	I	C			I
Establish budget	R	A	I	C		C	A
Plan procurement	R	A	I	C		C	I
EXECUTION							
Advertise bid/RFP	R	A	I	C			
Evaluate bids	R	A	I	C			
Award contract	C	A	A	C		C	I
Oversee construction	R	I	I	R	R		I
Process payments	R	A			C	R	I
Monitor compliance	R	A		C	C		C
CLOSEOUT							
Final inspection	R	A		R	C		I
Submit final report	R	A	I	C		C	A
Submit closeout docs	R	A				C	A
Record retention	R	A				R	

▲ RACI RULES:

- Each task must have exactly ONE "A" (Accountable) - the person who makes the final decision
- Each task should have at least one "R" (Responsible) - the person(s) doing the work
- Minimize "C" and "I" assignments to avoid communication overload